

# BARTLEY PUBLIC LIBRARY BARTLEY, NEBRASKA

## INTERNET AND COMPUTER ACCEPTABLE USE POLICY

The Bartley Public Library provides access to the Internet as one means of fulfilling its mission to develop collections, resources, and services that meet the personal, educational, recreational and professional needs of the local population. All Internet resources accessible through the Library are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using public library resources and facilities. To maximize availability to this resource, and to insure fair accessibility for all, please follow these Internet Access Guidelines, which include Library Internet policies, rules, and procedures.

### Internet access Policy

Internet computers will not be used by anyone, including minors, for illegal activity, to access illegal materials, or to access materials that by local community standards would be obscene. Library employees are authorized to take prompt and appropriate actions to enforce the Rules of Conduct, and/or to prohibit use by persons who fail to comply with the Internet Acceptable Use policy as stated or implied herein. Parents are responsible for their children's use of the Libraries resources and facilities. Parents who believe that their children cannot responsibly use the Libraries Internet access are requested to monitor their children's Internet use. Not all sources on the Internet provide accurate, complete, appropriate or current information. The Bartley Public Library assumes no responsibility for any damages, direct or indirect, arising from the use of its electronic services or connections to the Internet.

The Internet computers will normally be available for use during regular library hours unless there are scheduled classes in session or staff is needing terminals for library business.

### Staff Assistance

Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. However, staff will try to offer searching suggestions and answer questions if possible. Because of library scheduling and other duties, Internet-trained staff may not always be available.

Have fun exploring the Internet but please remember that many times you will find the specific information you need right here in our books, periodicals, databases, etc.

## Rules of Conduct

1. Internet computers will not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be obscene.
2. Installation, downloading, or modification of software is prohibited.
3. Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
4. Use of the Internet Access Computer is on a first-come by request basis. We encourage users to schedule appointments to insure usage time. Those using the Internet access computer will not have a time limit assigned but agree, as a condition of use, that if anyone else requests usage they will make the computer available after they have a 30 minute usage time.
5. Users must end their session and leave the terminal when asked to do so by authorized Library staff, even if they have not completed their access session.
6. Patrons must inform the librarian when they wish to print. The Library provides paper to patrons for printing, they need to inform the librarian and the charge is .10/page. School projects are free up to 3 pages. If a patron brings their own paper, printing charge is .05/page black and white, and .50/page for colored print jobs.
7. Prompt payment is required by users who incur charges for printing or other authorized fees.
8. Users will need to ask the librarian if you wish to save files. Diskettes and CD's are available from the library for a minimal charge. You may use your own diskettes if new and never used before. All diskettes and CD's brought into the Library must be scanned for viruses prior to opening on the computer.

Warning: Although the Library uses a virus-checker on the Internet access computers, this will not completely protect you from the chance of getting a virus. Software downloaded from the Internet may contain a virus and you need to have virus-checking software on your computer. The Bartley Public Library is not responsible for damage to a patron's disk or computer, or for any loss of data, damage, or liability that may occur from patron use of the Libraries' computers.

9. It is assumed that information and resources accessible through the Bartley Public Library Internet connection are private to the individuals and organizations which own or hold rights to such resources and information, unless it is specifically stated otherwise by these owners or holders of rights.

Patrons must abide by copyright laws and respect the legal protection provided by copyright and licenses to programs and data.

10. The librarian in charge may establish the number of access sessions available per day, per user; such limitations will be dependent on facility-specific demand in order to provide access for a variety of users.
11. Users will respect the privacy of others, and will refrain from attempting to view or read material being used by others. The Bartley Public Library prohibits unauthorized disclosure, use, or dissemination of personal information regarding Library users, including minors.
12. By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb other users or Library staff.
13. Misuse of the computer or Internet access will result in loss of your computer privileges.

### Termination or Prohibition of User Access

When Library employees believe that the user has failed to comply with the Internet Acceptable Use Policy and /or the Rules of Conduct, they are authorized to terminate any user's access session or to prohibit a user from subsequent access sessions for up to two weeks from the date of informing the user of that action. After a hearing before the Library Board of Trustees, a Library patron may be permanently barred from Internet access from the Library.

Internet users whose access session has been terminated or prohibited may protest the action and/or request that Internet access privileges be reinstated. This request for reinstatement must be in writing and will be presented at the next Board of Trustees regular monthly meeting for action.

This Internet Access Policy was approved by the Bartley Public Library on May 5, 2002. These policies may be changed or revoked by the Bartley Public Library Board at any legal meeting when there has been a public hearing notice advertised.