

Computer and Internet Use

The mission of the Schuyler Public Library (SPL) is to enrich lives and build community by ensuring universal access to resources for information, learning, inspiration and enjoyment. Providing computer and internet access enhances the library's existing collection in size and depth. Patrons need to be aware that not all sources on the Internet provide information that is accurate, complete, current, or legal. Patrons are responsible for using their own judgments in evaluating these materials. In the case of minors it is a joint responsibility of the user and the parent or guardian.

Access to these resources is a privilege and dependent on adherence to SPL policies. Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access these computers, potential loss of library privileges, and possible prosecution. Patrons who have had their privileges suspended may appeal to the Board of Trustees at a public meeting. Record of suspended privileges will be kept with permission slips. SPL considers use of any public access computers to imply understanding, acceptance, and adherence to SPL Computer/Internet policy.

It is the policy of SPL to (a) prevent unauthorized access and other unlawful online activity; (b) prevent unauthorized online disclosure, use, or dissemination of personal identification of minors; and (c) comply with the Children's Internet Protection Act (CIPA). Technology Protection Measures otherwise known as filtering software (to comply with the Children's Internet Protection Act.) have been installed and enabled on all SPL library computers with Internet access, and to assist with limiting access to visual depictions that are (1) *obscene, (2) *child pornography, or (3) *harmful to minors.

Users should be aware that filtering software is not foolproof. These systems are no substitute for individual judgment and/or parental involvement and oversight. Filters may block sites which have legitimate research value, as well as allowing some content through which parents might find objectionable.

- In accordance with the law (CIPA), Library staff may disable the filtering device to enable users, age 17 and above, access for bona fide research or other lawful purposes. If you do not find what you need, please do not hesitate to ask a librarian for help.
- Library Staff will disable filtering device following software

procedures and will re-enable when user completes his/her internet session. Because of public access to the Schuyler Public Library computer lab, and because of the nature of the technology involved, patrons use the computers/internet at their own risk.

- Schuyler Public Library cannot protect or guarantee the privacy of any individual using the computer lab, and parents must caution their minor children which personal facts are not to be shared on the Internet. The Schuyler Public Library avoids collecting or maintaining records that could compromise the privacy of patrons.

- The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's Internet service. Users agree to Indemnify and hold Harmless the Library, its employees, and agents from any claim demand, liability, cause of action, suit, judgment, or expense (including attorney's fees, arising out of any use of the Library's computer equipment, network, phone lines, or Internet connection.

- The Library, having installed and enforced the operation of filtering software in compliance with the Children's Internet Protection Act, will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users.

Acceptable use policy:

- Public access computers are available on a first come, first served basis with a time limit of forty-five (45) minutes as assigned to patrons upon registration with SPL library card on SPL reservation computer. Use is not prioritized by information need (everyone's information need is important to him or her.) However, library staff may be flexible with this for those performing legitimate research or filing government documents. Library staff is authorized to limit usage dependent on daily specific demand.

- Patrons must use their library card at the reservation computer in order to use a computer. In the event the reservation computer is not working, staff will reserve a computer for them with their card.

- Patrons can be asked by library staff to present their library card and identification at any time in order to verify compliance with computer use policies.

- Visiting adult patrons may ask for a guest pass to use the library's

computers from staff at the front desk.

- Patrons who have fees, fines, or assessments of \$5.00 or more will be blocked from computer use.
- Youth must use their own personal library card for computer use. All family/household members must have their own individual cards and must not use that of another family/household member.
- Patrons who wish to use the computers should have a basic knowledge of computer use. Children 7 years old and younger must be supervised by an adult, preferably a parent or guardian, unless they exhibit basic computer knowledge.
- All patrons 16 years or younger who wish to use the internet must have a permission slip signed by a parent or guardian. The parent or guardian must come to the library and sign the permission slip in front of a staff member. The permission slip will remain on file until the patron turns 17 years of age.
- One person per computer unless patrons have received permission from staff to work together.
- Staff will devote a reasonable amount of time to assisting individual library users with the Internet as needed. They cannot devote large amounts of time to each customer because staff must be available to handle many information requests from many individuals.
- Adult patrons may ask staff to disable filtering software.
- Wireless access will be accessible on a 24 hour a day basis.
- When providing assistance to patrons with wireless connectivity, library staff will not physically handle a patron's computer.
- Patrons may print information from the computer for a charge of ten cents (\$.10) per page for each black and white copy or through special arrangements with Library staff for a color copy for fifty cents (\$.50) each. Patrons are responsible for all pages which they print. Patrons are encouraged to consult with a librarian before printing to ensure that only desired data is printed.
- Patrons must comply with all international, national, and state

copyright laws.

- Patrons must refrain from altering, damaging, or installing hardware or software, or by “hacking” into the library’s or other entity’s (computer) network.
- Patrons must not misrepresent self by access code, password or signature.
- Respect the privacy of others and refrain from any activity that is harassing or defamatory.
- Refrain from distributing unsolicited advertising.
- Refrain from any activity that disrupts the normal operations of the library or causes a disturbance.
- Refrain from violating federal, state, local or library laws or regulations.

The purpose of this Computer and Internet Use Policy is to insure the best use of/and access to these resources of the Schuyler Public Library for the greatest number of our patrons. The policy is subject to change as necessity dictates.

This policy is also adopted in order to facilitate the library’s compliance with CIPA, to authorize the library staff to submit the certifications referred to in CIPA, and to qualify the library to be eligible to receive the funds described in that act.