

## POSEYVILLE CARNEGIE PUBLIC LIBRARY INTERNET USE POLICY

The Poseyville Carnegie Public Library (PCPL), in response to advances in technology and the changing needs of the community, endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of its community by providing access to electronic information, services, and networks.

The internet is a global entity with a highly diverse user population and PCPL patrons should use it at their discretion. PCPL will not be held responsible for content found online, or the results or actions of its patrons using the internet. PCPL does not condone, authorize, or permit any person to send or receive any materials over the internet that may be classified as indecent, obscene, incitement to riot, or which have otherwise been declared unlawful or unconstitutional by any state, local, or federal court of law.

### CONDITION OF USE

Although not required, users are encouraged to be PCPL library members in good standing. Registration is required for the use of library computer workstations. Patrons must show valid identification if requested. All users are required to sign in and out each time they use a computer. Failure to sign out will result in loss of computer time for the rest of the day, unless a patron needs to do homework. This is subject to the discretion of the Director.

In accordance with the CIPA, filtering software is used however filters are not foolproof. Parents are cautioned to supervise children if they have concerns about their children being exposed to offensive material. If offensive materials are left on the screen by a child, library staff will attempt to notify his/her parents, and the child may lose internet privileges. This is at the discretion of library staff.

### INTERNET ACCESS

Using the computer constitutes your agreement to the terms set forth in this policy.

Access will be granted on a first come, first serve basis. There is a 1 hour time limit for computer usage if other library patrons are waiting to use a computer. Those patrons doing homework, job applications, etc. will have first priority and no time limit is imposed for this work. If no other library patrons are waiting for a computer, there is no time limit; however computer use will be interrupted if another patron needs to use the computer.

Because space is limited, no more than one person will be allowed at any computer at the same time (parents or educators are excluded from this condition of use).

Users may not download materials onto the computer's hard drive. Copying to a removable storage device is the only acceptable type of downloading. Materials may also be printed. Printing prices are listed later in this policy.

Users may not upload, transmit, or post copyrighted or otherwise protected materials and/or software or other files to the internet without the written permission of the copyright owner. It is the responsibility of the user to respect copyright laws and licensing agreements. Materials obtained or copied from the internet may be subject to copyright laws. United States Copyright Law prohibits the unauthorized reproduction or distribution of copyrighted materials, except permitted by the principals of "fair use."

Users attempting to use the library's internet connection for commercial or unlawful purposes or to install, modify, or delete software or damage equipment may have one or more of the following consequences imposed: may incur financial responsibility, may have library privileges revoked, and/or may be prosecuted.

Users found to violate system integrity, including attempts to bypass security functions or alter the configuration of computers in any way will have their library and computer privileges revoked for a period of time to be determined by the Director.

Library staff has been instructed on what behavior violates rules of conduct which will lead to eviction or other consequences. This policy pertains to images or text that can be seen by others.

Please report any incident of seeing pornography printed or displayed in the library. Any printing of offensive materials will not be tolerated and the person responsible will be evicted from the library. Violation of any policy or abuse of equipment or staff members may be reported to the police, and may result in suspension or revocation of library privileges.

The Board recognizes that the internet contains material of a controversial nature. The same standards of intellectual freedom expressed in PCPL Policies apply to the internet. However, because internet stations are situated in public areas, users are asked to consider this when accessing potentially controversial information and images. Although the library cannot consistently supervise use, PCPL reserves the right to ask individuals to refrain from displaying disturbing images or text not otherwise filtered.

Restriction of a child's access to the internet, as with other PCPL materials, is the sole responsibility of the parent/legal guardian. The safety of minors when using email, chat rooms, and other forms of electronic communications is not guaranteed by PCPL. Parents are encouraged to come with their children and supervise online sessions at the library.

Patrons who gain unauthorized access to sites, including hacking or other unlawful activities, will be banned from the library for a set time period and/or turned over to the proper authorities.

Websites are renamed on a daily basis, and sometimes people can get around filter protocols. No available filter or blocking software is effective in blocking what some might find objectionable all of the time. Having stated that, all PCPL computers are filtered and monitored as much as possible, with respect to personal privacy. The filtering done at PCPL complies with all state and federal guidelines and is mandated by the Child Internet Protection Act (CIPA).

#### FEES

PCPL charges \$ .10 per printed black/white page and \$ .20 per printed color page. Patrons using their own paper will be charged half the cost, and are responsible for any damage resulting from using their paper. Money is collected when the patron is finished at the computer.

#### EMAIL

The library does not offer email accounts. There are online services which will provide free email accounts. Patrons may ask staff what avenues they are aware of that offer free email, but suggestions made by staff are personal recommendations and not the recommendations of PCPL.

#### PATRON ASSISTANCE

Patrons should be comfortable using a computer with Windows Operating System, and be able to use a mouse in order to use the library's computers. Staff is not required to assist users in getting started on the internet, but can help if he/she is not assisting other patrons. Staff is urged to assist users whenever possible, but the library does not guarantee that the internet-trained staff will be available to assist users at all times during operating hours. Due to limited time, staff cannot offer extensive explanations about the internet or computer use, or provide in-depth training as part of reference assistance. If a user needs in-depth training, the staff member will suggest that the user schedule a time for one-on-one computer training. If time permits staff will try to answer specific questions about the internet and offer suggestions for effective internet searches. Staff can also provide information about internet training, books, and manuals on the subject of computers and the internet.