## Title: Computer and Internet Use Policy

Effective Date: 2/16/15
Authorized By: Library Board of Trustees
Date of Last Revision:2/18/19

**Computer & Internet Use**

Computers are located throughout the building allowing access to the library catalog. There are terminals in the Reference, YA and Children's areas for use of the internet. These computers are all attached to a printer. Black and white prints are $0.20 per page. Color prints are $1 per page. Flash drives for saving documents may be purchased or borrowed from the Reference Desk.

Users with  library cards must use that card to sign into public computers. Users without library cards may get  guest passes from the reference desk.

Guest pass users will have a two hour limit on public computer use. Staff may extend time at their discretion. Library card holders will have unlimited access to the public computers during library hours. If all computer stations are in use and other patrons are waiting staff may ask a library card holder to give up their computer if they have been on the computer for more than 3 hours.

The reference area also has a color scanner available for public to use at no charge.

The Internet policy is located on the start-up screen of the computer. To use the terminal, you must agree to our policy.

The Huntington City-Township Public Library recognizes access to information as a fundamental right of citizenship and facilitates access to information regardless of format or technology. The provision of computers and internet access for patron use is in keeping with the Library's stated mission, goals and objectives.

**Responsibilities**

To ensure fair and proper use of library computing resources, users must follow the legal, ethical and cooperative rules listed below.

*Legal*

Computing resources may only be used for legal purposes. Examples of unacceptable purposes include, but are not limited to, the following:

- Violation of any applicable federal, state, or local laws, ordinances, rules, or regulations.
- Harassment of other users.

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- Libeling or slandering other users.
- Destruction or unauthorized monitoring of electronic communication.
- Unauthorized copying of copyright-protected material.
- Violation of software license agreements.
- Transmission of speech not protected by the First Amendment, such as libel and obscenity.
- Intentional propagation of computer viruses or other malicious software.
- Attempting unauthorized entry to the Library's network or external networks.
- Users may not represent themselves as another person.
- Unsolicited advertising is not acceptable.
- Destruction of or damage to equipment, software, or data belonging to the library or other users.


*Ethical*

Computing resources should be used in accordance with the ethical standards of the Library. Examples of unacceptable use include, but are not limited to, the following:

- Violation of computer system security.
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others.
- Violation of network usage policies and regulations.
- Violation of another user's privacy.


**Display/Dissemination of Inappropriate Materials**

Use of the Library Internet access stations to display, disseminate or transmit obscene or pornographic material is prohibited.

**Cooperative Responsibilities**

The Huntington City-Township Public Library strives to balance the rights of users to access different information resources with the rights of users to work in a public environment free from harassing sounds and visuals. We ask all our library users to remain sensitive to the fact

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that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:

- Refraining from overuse of connect time, information storage space, printing facilities, processing capacities, or bandwidth capacities.
- Refraining from the use of sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources.

**Computer Station User Policy**

Use of the computers is on a first come, first served basis. Users are required to sign in at the computer.

Downloading to individual computers is prohibited.

Children 8 and younger have a responsible adult assisting them at the computer.

Although the Library will not provide e-mail accounts, assistance in subscribing to web-based e-mail will be given and access to such accounts will be allowed.

The Library must have parental consent for children and young adults to use the internet. Parents or guardians must allow or not allow computer use when registering any child younger than 18. If the child does not have a card, they must have parent or guardian give their approval for internet use before a guest pass is issued.

**Internet Safety**

The Internet and its available resources contain a wide variety of material and opinions from varied points of view. Users need to be good information consumers, questioning the validity of the information. Not all sources on the Internet provide accurate, complete or current information. The user is the selector in using the Internet with individual choices and decisions. The Internet is not monitored by any entity. Users may encounter material that could be considered inappropriate.

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In offering Internet access, library staff cannot control access points which often change rapidly and unpredictably. Users are hereby notified that they are responsible for the access points they reach.

Parents of minor children assume responsibility for their children's use of the Internet through the Library's connection.

The Library provides filtering software in compliance with the Children's Internet Protection Act (CIPA). If the filtering software blocks access to legitimate resources, Library staff may override the filter block.

The Huntington City-Township Public Library site and software provides no security for credit card numbers or other personal information.

The Library computer workstations may not be used to view or transmit sexually explicit material that is not constitutionally protected, or to conduct other illegal activity.

The Huntington City-Township Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its connections to Internet services.

**Sanctions**

Violators of computer use policies may lose library privileges. Violations of the policies described above will be dealt with in a serious and appropriate manner. Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.

**Disclaimer**

Since the Internet is a global electronic network, there is no local control of its users or content. The Internet and its available resources contain a wide variety of material and opinions from varied points of view. In offering Internet access, library staff cannot control access points that often change rapidly and unpredictably. Users are hereby notified that they are responsible for the access points they reach. Parents of minor children must assume responsibility for their children's use of the Internet through the Library's connection. The Huntington City-Township Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its World Wide Web or from its connections to other services.