

# **INTERNET/COMPUTER USE POLICY AND GUIDELINES**

## **I. Purpose**

The Oregon Public Library provides access to a broad range of information resources through the Internet. We make this service available as part of our mission to fulfill individual informational needs for day-to-day living, cultural, educational and leisure pursuits. The library strives to serve people of all ages at all levels of need and considers its endorsement of the Library Bill of Rights and the Freedom to Read documents to apply to the use of electronic information.

## **II. Disclaimer**

- A.** The library does not monitor, has no control over, and does not accept responsibility for material on the Internet. The library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences there of.
- B.** The availability of networked information via library terminals or wireless access does not constitute the library's endorsement of the content of that information. The library does not warrant information found on the Internet to be accurate, authoritative, factual, timely or useful for patrons' purposes. If any patron believes that information obtained via library terminals is inaccurate or offensive, the patron should contact the original producer or distributor of the information.

## **III. Responsibilities of Users**

- A.** Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian. Because parents or guardians may feel that information available through the Internet is not suitable for viewing by children in their care, supervision is advised.
- B.** Users should be aware that they are working in a public environment shared by people of all ages and sensibilities. Users will refrain from the use of Internet sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources.
- C.** Patrons are responsible for all printing, and photocopying costs. Failure to pay for printing will result in loss of computer privileges.

#### **IV. Choosing and Evaluating Sources**

- A.** Users should evaluate Internet sources just as they do print materials, questioning the accuracy and completeness of information.
- B.** Users must use the Internet at their own risk realizing that beyond the Library's home page and supporting documents they may encounter materials they find offensive.
- C.** The sites that users have accessed may be visually monitored to ensure the library's policy is followed.

#### **V. Supervising Children's Use**

- A.** The public library, unlike schools, does not serve in loco parentis (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The Oregon Public Library supports the right for each family to decide what appropriate Internet use is for their children. The responsibility for what minors read or view on the Internet rests with parents or guardians.
- B.** The Library will make information available to help parents and guardians in their efforts to exercise their rights and responsibilities regarding their own children's use of electronic resources. For more information on children and the Internet see Child Safety on the Information Highway (<http://www.safekids.com>).
- C.** Parents and children are encouraged to start their exploration of the Internet with the Library's homepage and Reference Links. There they will find Kid Friendly Search Engines and Web Sites for children, chosen by children's librarians.
- D.** The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in the library.
  - Use the Internet as a family. Join your children in Internet exploration.
  - Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
  - Encourage children to use sites recommended on the Library's homepage and counsel them to avoid sites you consider unsuitable.
  - Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
  - Instruct children NEVER to give out personal information (name, address, password, telephone number, credit card number) online.
  - Provide children with guidelines on acceptable use of electronic resources, including email and social networking sites.

- Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.

**VI. Legal and Acceptable Uses of Workstation:**

- A.** Users must use their own personal library card to access the Internet or ask for a temporary pass. Temporary passes will not be issued without a Photo ID.
- B.** Children eight years or younger are required to be accompanied by parent/guardian or care taker to use a computer.
- C.** Patrons are limited to a maximum of three -30 minute sessions per person on a workstation or a total of one and one half hour per day. During times when the computers are in high demand, patrons may be limited to one-30 minute session.
- D.** The Office PC is limited to one hour per day for the following activities: job applications, resumes, exams, homework, and using the scanner. If a longer time period is required special arrangements may be made with the staff at the Information Desk.
- E.** The Oregon Public Library will not be responsible for injuries or damages to possessions of individuals or groups resulting from the use of the computer.
- F.** A charge of \$.10 per page will be charged for black and white printouts, and a charge of \$.50 per page will be charged for color printouts payable at the circulation desk.
- G.** Diskettes and CD's are available for purchase. The charge of \$1.00 is payable at the circulation desk.
- H.** The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Patrons using library equipment are responsible for any infringement.

**VII. Unacceptable uses include, but are not limited to the following:**

- A.** Harassment of other users and/or violation of their privacy
- B.** Any and all forms of bullying
- C.** Libeling, slandering or maliciously offending other users
- D.** Violating copyright laws or software licensing agreements
- E.** Using another person's card or misrepresenting oneself as another user.
- F.** Obstructing other people's work by overuse of system resources
- G.** Attempting to modify or gain access to files, passwords, or data belonging to others.
- H.** Attempting to crash, degrade performance of or gain unauthorized access to the library's computer systems and networks
- I.** Intentionally modifying or damaging equipment software or data belonging to the library or other users

- J.** Sending, receiving, or displaying text or graphics which are deemed inappropriate or harmful according to accepted community standards, or which disturb or disrupt the library use of other patrons.
- K.** Viewing or sending child pornography is a federal offense and the Village of Oregon Police Department will be notified.
- L.** Exposing children to harmful materials. Sec.948.11 of the Wisconsin Statutes.
- M.** These restrictions also apply in email and social networking environments accessed through the library computers and the library's wireless network.

If an individual or group of Internet users creates a disturbance that limits the effective use of the library by others, they will be asked to correct their behavior, disband, and/or leave the building as appropriate. Violations will result in **restrictions on library use**. Illegal uses of computers may also be subject to prosecution by local, state, or federal authorities.

#### **VIII. Consequences of policy infractions:**

- A. First infraction** will receive a warning that loss of library privileges may result.
- B. Second infraction** will result in a loss of library privileges of up to one month
- C. Third infraction** or continuous repeat infractions will result in a loss of library privileges for not less than one month or more than a year. To have privileges reinstated the patron must make an appointment with the Library Director. The Director will notify staff when the patron is allowed to resume using the Internet computers.
- D. Fourth Infraction:** Permanent loss of Internet computer privileges and library privileges.

Any person who enters or remains on library premises after losing their library privileges will be reported to the Village of Oregon Police Department for removal.

#### **Reevaluation of Oregon Public Library Internet/Computer Policy and Guidelines**

This policy will be reviewed and amended, if needed, on an annual basis.

Adopted by Library Board June 26, 2002

Amended March 11, 2009

Amended April 8, 2009

Amended January 13, 2010