OPERATIONS
Internet Use Policy

I. **STATEMENT**   As part of its mission to serve as an educational and recreational resource for the community, the Red Jacket Community Library will provide users with access to computers and the internet. The Library is a forum for all points of view and adheres to and endorses the principles of intellectual freedom.

II. **PURPOSE**   To provide guidelines for computer use in the Red Jacket Community Library.

III. **POLICY**

A. ACCEPTABLE USE

1. Computers may be used for lawful purposes only.

2. Patrons using the internet in the Library are required to read and electronically agree to the Pioneer Library System (PLS) Internet Acceptable Use Agreement which appears on the public access computer screens upon sign-in. Violations of the agreement shall result in a loss of internet access as well as appropriate legal action.

B. MINORS

1. As with use of all facets of a Library account and card, the parent or legal guardian assumes all responsibility for the use of the internet by their child and agrees to hold the Library harmless from any and all liability that may occur from the use.

2. A child under the age of 18 and in the Library without a parent will not be monitored by Library staff, including use of the public computers. Use of Library privileges, including public computer use, will be at the discretion of the parent/guardian, to be discussed with the child prior to arrival at the Library.

C. COMPUTER AVAILABILITY AND TIME LIMITS

1. Public computers are available on a first-come, first-served basis. No reservations will be made for computer usage.

2. Computer use with a Library account is for a one (1) hour block in the adult public computer area. Time is established by the Cassie Access Management internet management software running on all public computers. More time may be allowed if no one is waiting to use a computer.

3. If all available public computers are in use, the patron may join the waiting list for the next available computer by stopping at the Circulation Desk and giving their Library account user name. Use will be limited to one (1) hour if others are waiting.

4. Public computer use and the purpose of the computer use will not be evaluated or ranked by the Library staff. For example: use of a public computer for playing games will not be deemed to be of lesser importance than use of a public computer for research. No patron will be removed from public computer use on the evaluation of the purpose of that usage.

5. Guest passes for one (1) hour of public computer access may be given to visitors over the age of 18 who do not have a Library card or who reside outside of the Pioneer Library System. Guest pass time may be extended, depending on availability. Identification is required to receive a guest pass.

D. LOGGING IN, ASSISTANCE AND SERVICES

1. Users must log into the public computer using their user name and PIN associated with their Library card.

2. The Library staff will assist in the initial start-up of the system, and will provide additional assistance as time allows.

3. Users may print materials on the Library printers for a fee. Users may download information to removable media.

4. Red Jacket Community Library does not provide individual e-mail accounts; however, Internet Based E-mail is available on public computers.

E. INTERNET USE

1. Library owned computers are filtered as mandated by federal E-Rate funding.

2. Patrons must comply with all local, state, and federal laws while using the Internet. Patrons found to have violated any laws, (including but not limited to those concerning copyright, fraud, privacy, or obscenity) while using Library facilities or equipment may have their Internet privileges revoked.

3. Users may contact fee-based services and online shopping services while using the Internet. Users will assume responsibility for any charges incurred when accessing such services from the Library, including the submission of a credit card number which involves a transaction with an outside service provider.

4. Red Jacket Community Library makes no warranty, expressed or implied, nor assumes responsibility for the content, timeliness, accuracy or usefulness of any information accessed via the Internet.

5. All copyright laws must be obeyed, including, but not limited to, the downloading and use of copyrighted materials. RJCL does not condone using our computer resources to break any law.

F. NETWORK ETIQUETTE

1. Library patrons are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

2. Be polite. Do not write or send abusive messages to others.

3. Use appropriate language.

4. Do not reveal personal and private information, such as address, phone number, social security number, etc.).

5. Users should also remember that any materials they are viewing may be observed by others using the Library, including young children.

G. LIBRARY HARDWARE AND SOFTWARE

1. Users may not make any changes to the computers' system files or programs. No files or programs may be downloaded to the computers and stored or installed on their hard drives. No files or programs may be brought in on removable media and installed on the

computers' hard drive. Users must operate in the Windows environment and may not exit to or operate in the DOS environment.

2. Deliberate damage to any of the computers' hardware or software is not allowed. Patrons found to have deliberately damaged public computer software or hardware may have their Internet privileges revoked.

3. Any problems with the hardware or software should be reported immediately to Library staff.

Revision History	
Oct 2020	Updated and reorganized. Removed Internet User Agreement Form Appendix 1D