

## **OPERATIONS**

### **Internet Use**

- I. STATEMENT** The Red Jacket Community Library will provide users with access to computers and the internet.
- II. PURPOSE** To provide guidelines for public computer use and internet access at the Red Jacket Community Library.
- III. POLICY**
  - A. ACCEPTABLE USE**
    - 1. Library computers may be used for lawful purposes only.
    - 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 computer use and Internet use privileges revoked.
  - B. MINORS**
    - 1. The Library does not assume any responsibility or liability for the use of the internet by children. 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.
    - 2. Library privileges, including public computer use, is at the discretion of the parent/guardian. The parent/guardian is responsible for use of the internet by their minor child(ren).
  - C. COMPUTER AVAILABILITY AND TIME LIMITS**
    - 1. Public computers are available on a first-come, first-served basis. Patrons should sign in at the circulation desk with either their library card number or first name and the time. No reservations will be made for computer usage.
    - 2. Public computer use is for a one (1) hour block of time. More time may be allowed if no other patron is waiting to use a public computer.
    - 3. If all available public computers are in use, the patron may sign in at the circulation desk and wait for the next available computer.
    - 4. No patron will be evaluated, ranked, or removed from a public computer by Library staff based on the purpose for computer use. For example, the use of a public computer for gaming will not be deemed to be of greater or 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.
  - D. COMPUTER USE, ASSISTANCE, AND SERVICES**
    - 1. Public computers for patron use act as desktops. A username or library card number are not required to login.
      - a. The Library staff will assist in the initial start-up of the system and may provide additional assistance as time allows.

- b. Users may print materials on the Library printers for a fee. Users may download information to removable media.
- c. Red Jacket Community Library does not provide individual email accounts; however, access to Internet based E-mail is available on public computers.

#### E. INTERNET ACCESS

1. Library owned computers are filtered as mandated by federal E-Rate funding.
2. Users may contact fee-based services and online shopping services while using the Internet. Users assume responsibility for any charges incurred when accessing such services from the Library, including the submission of credit card numbers which involves a transaction with an outside service provider.
3. To mitigate security risks users are encouraged to log out of on-line accounts, close browser windows, and restart the computer at the end of computer sessions. Library staff can assist with restarting the computer for the next user.
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.

#### F. NETWORK ETIQUETTE

1. Library patrons are expected to abide by the generally accepted rules of network etiquette.
  - a. Be polite; do not write or send abusive messages to others.
  - b. Use appropriate language.
  - c. Be cautious; do not reveal personal identifiable or private information, such as address, phone number, or social security number.
  - d. Be considerate and aware that computer screens may be observed by others, including young children.

#### COMPUTER HARDWARE AND SOFTWARE

1. Users may not make any changes to the computers' system files or programs.
  - a. Files or programs may not be downloaded on public computers.
  - b. Files or programs may not be brought in on removable media and installed on the computers' hard drive.
2. Users must operate in the Windows environment and may not exit to operate in the DOS environment.
3. 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 computer use and Internet use privileges revoked
4. Any problems with computer hardware or software should be reported immediately to Library staff.

- IV. **REFERENCES** Federal Communications Commission. *Children's Internet Protection Act (CIPA)*. Consumer and Governmental Affairs Bureau 45 L Street NE, Washington, DC

20554, 2019, <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>. Accessed 2 November 2022.

Revision History	
4/17/2023	Modified sign-in requirements for library users.
11/16/2020	Updated and reorganized. Removed Internet User Agreement (Appendix 1D)