

## **Use of Library Technology Services**

### **Acceptable Use of Electronic Resources**

The East Morgan County Library District (hereafter known as EMCL) endeavors to develop collections, resources and services that meet the needs of the community. It is within this context that the EMCL offers access to public computers to all library patrons. A parent or legal guardian must accompany children under the age of 8 years when using the library computers. For children to access the Internet, a parent or legal guardian must give permission for Internet use by minors.

At the present time, electronic filtering software is being used on the Public Access computers. Filtering software is imperfect and may miss blocking some sites as well as incorrectly block other sites. Users are encouraged to inform library staff of either situation.

The EMCL staff does not monitor and has no control over the information accessed over the Internet and cannot be held responsible for its content. The Internet is not a secure medium. Third parties may be able to obtain information regarding users' activities. EMCL is not responsible for any loss incurred by a user of the library's computers.

Library staff is able to offer search suggestions and answer questions, however they are not qualified to provide in-depth training for Internet use.

### **Children and the Internet**

Minors (children under the age of 16) are not allowed access to the Internet without parental permission. Parents wishing to give permission for their children to have access must sign a permission slip at the front desk. Children under the age of 16 must be a registered cardholder with parental permission to use the computer in order to access the Internet.

Parents or legal guardians are responsible for their children's use of the Internet, including the content they access. Because we cannot control all aspects of this vast resource, we urge parents and legal guardians to continually participate in their child's learning process by helping them make good choices in selecting appropriate materials and websites.

### **Privacy**

EMCL uses an automated reservation system to ensure equity in computer use. Internet usage is not tracked.

### **Guidelines:**

To ensure the safety and comfort of the public, those using the internet at EMCL are expected to abide by the following rules:

- Internet usage is on a first-come, first-serve basis. Each user is allowed two 45-minute sessions. Additional time may be granted at the discretion of the staff.
- All users are required to log in with their library card and PIN number before using the public computers. Visitors will be issued temporary numbers.
- Personal discs and other external devices may be used in the library's public computers.
- A word processing workstation is available for patrons to use. This station is not connected to the Internet.

### **Unacceptable Use of Electronic Resources**

The following are considered unacceptable usage of EMCL's public computers and will result in

loss of privileges.

- Violating any federal, state or local law or regulation.
- Abuse of equipment.
- Attempting to violate system security or overriding filter.
- Copyright infringement.
- Transmitting e-mail of a threatening/violent nature.
- Activities that infiltrate the library's computers and/or damage or alter the software components of the local or remote computer system.
- Seeking unauthorized access to computers or computing systems.
- Viewing pornographic visual materials or content that by contemporary community standards would be considered obscene.

The library staff cannot consistently monitor the public's use of the Internet and is not responsible for the actions of the user. The library staff reserves the right to ask individuals to discontinue using the Internet if the user is violating one or more of the above rules or causing a disruption in the library.

**Violations/Consequences:**

Violation of EMCL's acceptable use policy will result in a loss of computer privileges and may result in loss of library privileges.

- **Attempting one or more of the above-mentioned violations will result in the loss of public computer access for 1-week per violation.**
- **A second attempt will result in a 1-month suspension of privilege per violation.**
- **A third attempt will result in loss of access to the library's public computers for 6 months.**
- **The Library Board of Trustees will evaluate and approve any loss of privileges for anything over 6 months.**
- **Once privileges have been lost for over 6 months, an appeal to reverse the decision may be made in writing to the Library Board of Trustees (please see the Suspension of Library Privileges Notification and Appeal Process Policy)**

**Accepted: December 1999**

**Combined Acceptable Use Policy for Electronic Resources and Unacceptable Use of Electronic Resources**

**Revised: June 2015**

**EMCL General Service Policies**