

INTERNET USAGE

Need for this Policy:

A policy is needed to set the rules for Internet use in the Library.

Policy:

The mission of the Library is to provide educational, informational and recreational resources to patrons of all ages, cultural, and economic backgrounds. The Library is committed to protecting intellectual freedom, promoting lifelong learning and providing materials and resources that accomplish these objectives.

In order to do this, the Library develops collections, resources and services to meet these needs. In this context the Library's computers provide the opportunity to integrate electronic resources from information networks around the world with the Library's other resources.

The Internet enables the Library to provide access to a great many information resources. But there are several limits to the Internet. First, as it now exists, the Internet is often difficult to navigate. Second, though there is a wealth of useful material for people of all ages, the Internet is unregulated and material may not be accurate. Moreover, the Internet enables access to material that may be offensive or disturbing to some individuals, and some parents might not want their children to have access to sites that contain such materials.

To help patrons navigate the Internet, our Library website: www.cphlibrary.org contains an Internet Research Page which can be the starting point for searches on the Internet. The list of classes is posted in the Library. Though the Library staff has tried to assess the validity of information on these sites, they cannot apply any selection criteria that are used for other materials.

The Library upholds and affirms the right of each individual to have access to constitutionally protected materials. Thus adult patrons are responsible for proper use of the Internet for themselves and their children. Persons under the age of eighteen may have full access if they obtain written permission from a parent or legal guardian.

The Library will continue to run free computer and Internet classes for as long as they are needed. Patrons are encouraged to take them.

Conditions & Terms of Use in the Library:

In an effort to ensure that the use of this medium is consistent with the mission of the Library, the following procedure will apply:

- Designated Internet stations will be located where they can be monitored by staff and volunteers for assistance and security.
- All prospective users must read the policy and procedures for Library computer and Internet usage.
- While the Library will make every effort to ensure that the use of the Internet is consistent with the mission statement, parents are encouraged to work closely with their children. Persons under the age of 18 must have their parent or guardian give permission.
- The Library may impose reasonable restrictions and conditions on the use of technology available to patrons.
- Failure to use the Internet stations appropriately and responsibly may result in revocation of Internet privileges. Examples of inappropriate use include, but are not limited to, the following:
 - Violation of computer system integrity
 - Unauthorized tampering with computer hardware or software

- Storage of data to anything other than a personal diskette, zip disk, or other removable media authorized by the Library Automation Department
- Violation of software license agreements and copyright laws
- Violation of another user's privacy
- Attempting to modify or gain unauthorized access to files, passwords or data belonging to others.
- If you need assistance please attend one of the Library's Computer Classes. The list of classes is posted in the Library newsletter. The staff will assist you as best they can, but you are encouraged to attend one of the classes listed.
- The Library's Rules of Conduct apply to use of the Internet.

General Computer Access Guidelines

- The computers are available on a "first come, first serve" basis.
- You are limited to three (3) hours per day on the Public Internet Computers.
- Each computer has virus scanning software installed.
- You may not install software on any of the computers in the Library.
- All documents are cleared off the hard disk every evening.
- Floppy disks are available for sale at the Circulation Desk.
- Printing is payable at the Circulation Desk. You may not provide your own paper.
- Do not change any software settings.

Internet Disclaimer

The links to the Internet sites listed on the Library's website are maintained by others around the world. The Library is not responsible for their content or accuracy. Users of the Internet need to be good information consumers, questioning the validity of the information.

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