L.E. Phillips Memorial
Public Library

Number: **2**

Category: **Library Services**

Policy Title:	**COMPUTER AND INTERNET USE**
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L.E. Phillips Memorial Public Library offers access to electronic information and services, including the Internet, as part of its mission to promote lifelong learning and support open access to diverse materials and resources that enhance the quality of life in the community. The Library provides free access to the Internet as a tool for staff and customers.

Some Internet sites, databases and resources may require passwords or other identity verification. The Library makes every effort to provide a stable and effective Internet service for its customers. However, Internet resources may be unavailable due to network or service issues beyond the Library's control.

As with all Library materials, programs and services, the responsibility for what minors read or view on the Internet rests with a parent or legal guardian. Library staff is available to assist customers in selecting or suggesting the best mix of information resources to meet their needs. Users should exercise caution and follow safety measures when interacting online. In particular, parents should caution their minor children about sharing personal information on the Internet.

The library utilizes filtering software on all library workstations and devices using the library's Wi-Fi network. Internet guidelines, along with filtering, will be used together to make Internet use at this Library as safe and enjoyable as possible for customers of all ages. Customers may request staff to unblock an Internet site that meets acceptable criteria noted below.

The Library expects its customers to use the Internet responsibly and to respect the rights of others. Those who fail to do so risk losing library Internet and/or library privileges. When using the library Internet access, it is not acceptable to:

- Violate federal, state or local laws and regulations, including those governing obscenity, pornography, and materials harmful to minors.
- Violate copyright laws or database license agreements. (Responsibility for any consequences of copyright infringement or violating license agreements lies with the user. 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 thereof.)
- Display or print graphics or text that is obscene, child pornography, or harmful to minors.
- Engage in any activity that is deliberately offensive or creates an intimidating, disruptive or hostile environment for customers or staff.

- Invade the privacy of individuals.
- Degrade, alter or disrupt equipment or system performance.
- Attempt to hack or crack library or remote services.
- Gain unauthorized access to resources or entities.

Library staff may impose restrictions, such as time limits or types of use, on library equipment. Also, all computer users are expected to use the electronic resources of the Library in a responsible manner that includes, but is not limited to, the following:

- Each computer user must log in with the MORE library card that they were issued. Logging in using another customer's name and library card number, with or without permission of the cardholder, is not permitted.
- A cardholder with a current library card or a visitor who does not have a MORE library card may receive an Internet pass. Users may be required to provide requested information to library staff. Failure to provide accurate information may result in revoked computer privileges.
- Customers are required to surrender their use of a Library computer when requested to do so by staff.

The Library makes reasonable attempts to protect customers' rights to privacy and confidentiality. However, in general, electronic communication is not absolutely secure and networks are sometimes susceptible to outside intervention. In addition, there exists a possibility of inadvertent viewing of computer activity by nearby computer users. Absolute privacy in using the Internet in the library cannot be guaranteed. Internally, network administrators may monitor a person's Internet use as a part of normal system maintenance.

The Library assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury whatsoever incurred as a result of using the Library's electronic resources. This includes, but is not limited to, damage or injury sustained from invasions of a user's privacy.

Violation of Library policy or regulations that govern the use of computer and Internet resources may result in suspension or loss of the privilege to use these resources. Any illegal activity involving Library resources will be subject to prosecution by the appropriate authorities.