

## **Internet and Computer Use Policy**

**Approved: October 16, 2017**

**Next Review: October 2019**

### **Purpose**

To fulfill our mission, the Lower Providence Community Library (the "Library") provides access to a broad range of information resources, including those available through the Internet. We make this service available as part of our mission to provide the highest quality of Library services to our patrons. This service includes materials, programs, and information services for education, recreation, and enrichment of all ages.

### **Internet Use**

This policy applies to everyone who accesses the Internet at the Lower Providence Community Library on Library owned equipment.

### **Responsibilities of Users**

The Lower Providence Community Library does not monitor and has no control over the information accessed over the Internet. The Internet offers access to many valuable local, national and international sources of information. However, as with printed publications, not all sources on the Internet provide accurate, complete or current information. An informed consumer evaluates the validity of information found.

The Internet is a global entity with a highly diverse user population and information content; library patrons use it at their own risk. The Lower Providence Community Library has installed Electronic Protection Measures (filtering) as required for compliance with the Children's Internet Protection Act. The Library will employ several technology protection measures. On connections through Montgomery County Library & Information Network Consortium (MCLINC), the technology protection measure purchased and configured by MCLINC will be used. On all other connections an appropriate technology protection measure will be purchased and configured by Lower Providence Community Library staff. These measures are intended to protect against access to images harmful to minors. No filtering product is 100% effective and parents are urged to monitor their children's activities. In addition filtering software may block access to sites with legitimate value. Any individual who has attained the age of 18 may request that the filters be disabled during their session. Such requests will be kept confidential. The Lower Providence Community Library does not restrict access to text materials and cannot protect users from information they may find offensive.

All Internet resources accessible through the Lower Providence Community Library are provided equally to all users. Explicit sexual material, as defined in 18 Pa. C.S. §5903 may not be displayed on Library workstations. The Lower Providence Community Library reserves the right to terminate any computer session where such material is viewed.

The Lower Providence Community Library does not have the right or the responsibility to act in loco parentis. Parents are responsible for monitoring their children's Internet use.

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The Lower Providence Community Library complies with the Acceptable Use Policy of the MCLINC Internet Service Provider. Any activity which does not comply with that policy is prohibited. The MCLINC Acceptable Use Policy can be found at <http://www.mclinc.org/AUP.htm>.

Users are hereby warned that public access computers are not secure. The Library cannot assure the confidentiality of credit card or other personal information transmitted through Library computers. Minors (individuals under the age of 18) should be warned by their parent or guardian not to disclose personal information to strangers in any form of electronic communication.

Users may not use any library Internet workstation for any illegal or criminal purpose including but not limited to harassment, stalking, child pornography or scams. Users may not display materials that by community standards are obscene. Users may not engage in cyberbullying or any activity which is deliberately or maliciously offensive, libelous or slanderous. Using library computers for activities in violation of federal, state, and local laws can result in prosecution. Appropriate authorities will be notified. Patrons must abide by all Library policies in effect.

### **Copyright**

U.S. Copyright law (Title 17, U.S.Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including text, images, programs, data or files) without the explicit permission of the copyright holder. Any responsibility for and consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.

### **Computer Use**

Lower Providence Community Library will provide computer access for members of the Library in good standing who apply to use this service. Non-members may apply to use this service upon presentation a valid form of identification. Parents are solely responsible for monitoring their children's computer use. Children under the age of 10 are required to be with an adult while using library computers.

### **Rules governing the use of Library workstations:**

1. Use of any computer workstation is limited to 60 minutes when others are waiting. Additional laptop computers are signed out to individuals and have no time limit.
2. Only two users may work at one Internet workstation at a time.
3. Users may not download or install software (including instant messaging or games) on to Library computers.
4. Users may not make any attempt to damage computer equipment or software.
5. Users may not make any attempt to alter software configurations.
6. Users may not copy software from a Library workstation.
7. Users may not make any attempt to degrade system performance.
8. Users are asked to immediately notify a staff person if they encounter problems using any Library workstations.

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9. Users must pay for copies made on Library printers per fee posted at each workstation, INCLUDING ALL MISTAKES.
10. Staff assistance may be limited. Library staff can demonstrate the basics of accessing the Internet and Microsoft Office programs. Print and online instructional materials are available.

### **Termination or Prohibition of User Access**

Violations of the Internet & Computer Use Policy may result in loss of access or Library privileges. When Library employees believe that a violation has occurred, they are authorized to terminate any user's access session or to prohibit a user from subsequent access session for up to two weeks from the date that the user was informed of the action. A user may be permanently barred from Internet access at the Library by the Library Director.

The Lower Providence Community Library reserves the right to modify this policy at any time. Users are responsible for reading and following the current policies. Any modification to the Library's Internet policies will be posted at each Internet workstation.

Adopted June 17, 2013

Amended October 16, 2017

Board of Trustees, Lower Providence Community Library