

INTERNET/COMPUTER USE (N-CIPA COMPLIANT)

It is the Goodnight Memorial Library's mission to provide the citizens of Simpson County with access to information to enhance their personal growth, to create an understanding of cultural and social issues in the world community, and to satisfy their desire for recreational and leisure reading experiences. The Library also provides citizens with an environment to interact with others and to participate in community activities and events.

Internet Access

The Internet, a worldwide network of computer networks is an essential medium for obtaining and transmitting information of all types. Therefore, public access to the Internet is germane to the Library's mission. However, the Internet is an unregulated medium. It also provides access to information that is inaccurate, illegal or that some may find offensive or disturbing. The Library will identify on its web site specific Internet sites that have potential interest for Library users. But the Library cannot control a user's access to other Internet resources.

Responsibilities of Library Staff and Users

Library staff will not monitor a user's Internet use, except for length of use in order to ensure equal opportunity of access for everyone. The user, or the parent of a minor, is responsible for his or her Internet session at all times.

The Library reserves the right to terminate an Internet session that disrupts library services or that involves user behavior that violates the Library's policies.

As with all Library resources, the Library affirms the right and responsibility of parents/guardians, NOT Library staff, to determine and monitor their minor children's use of the Internet. (Minors are defined in this policy as children and young people under the age of 18 years.) Parents are responsible for their minor children's use of the Library's resources and facilities. Parents who believe that their children cannot responsibly use the Library's Internet access are requested to monitor their children's Internet use. While staff is happy to assist you in searching for information or in choosing web sites for your children, the Library staff's availability to help users with basic computer navigation is limited. Additionally, Library staff may not be familiar with how to use all web sites. Library staff will be glad to assist you as they are able and time permitting.

Disclaimers

While the Library endeavors to provide access to information of the highest quality, the Library specifically disclaims any warranty as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose. The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's Internet service. **Since software and information downloaded from any sources, including the Internet, may contain computer viruses, users are advised to utilize virus-checking software on their home computers.** The Library is not responsible for damage to users' disks or computers or for any loss of data, damage or liability that may occur from use of the Library's computers.

Library patrons have the right to privacy to the extent possible in the public setting, but users should be aware that the location of the computer workstations might enable an online session to be viewed easily by others.

Unacceptable Uses of Computers

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. *Uses that violate the law or encourage others to violate the law.* Transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading pornographic materials (*The library reserving the right to exercise judgment*) or materials that encourage others to violate the law; downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. *Uses that cause harm to others or damage to their property.* Engaging in defamation (harming another's reputation by lies); uploading a worm, virus, "trojan horse," "time bomb" or other harmful form of malware or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. *Uses that jeopardize the security of access of the computer network or other networks on the Internet.* Disclosing or sharing the user's password with others; impersonating another user; using one's own software

programs on the library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.

4. *Uses that compromise the safety and security of minors when using e-mail, chat rooms and other forms of direct electronic communications:* Minors under age 18: Giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has "met" on the computer network or Internet without a parent's permission.

5. *Uses that Violate Confidentiality of Information:* as affirmed in several Kentucky Attorney General opinions, Kentucky law recognizes the confidentiality of library records. Personally identifiable information about users, including minors, will not be disclosed or used in any way, except to law enforcement authorities as provided in the law. Users should be aware, however, that due to the technical difficulties involved in providing absolute security, transactions and files could become public.

6. *Uses that are prohibited by direction of the Library Board:* December 2006 myspace.com and facebook.com were deemed unacceptable to use at the Goodnight Memorial Library due to the safety issues associated with these websites.

Response to Violations

The user's access to the Library's computer network and Internet is a privilege, not a right. A user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet. Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access these computers. In the cases of viewing inappropriate material (staff members will make a notation on the violators card) violators will be handled as follows: 1st Time: Warning/2nd Time: 6- month suspension of Internet privileges/3rd Time: Permanent suspension of Internet privileges.

General Procedures

- . Each user **MUST** show their library card to access the Internet. **If you do not have your card but do have Internet access a \$.50 fee will be charged to look up your access.**
- . The user must check out a Computer Use Policy at the desk before using the computer and **return it when finished** with the computer.
- . If computer workstations are available, the user may access the computer for 1 hour. If no one is waiting to use the computer at the end of that time the user may continue the session up to another 30 minutes. In the events that no stations are available, a waiting list will be maintained at the front desk.
- . The user may reserve computer time one day in advance. Reservations will be canceled if the user is more than ten minutes late for a reserved session.
- . Locally created files (word processing, spreadsheets, etc.) must be saved to a floppy disk, CD-R, or USB flash drive as the files will not be retained on the hard drive. A CD-R may be purchased at the front desk for 50¢ per CD-R. **CD-Rs can only be saved to once.**
- . **ALL computer copies are \$.10 per page. (11/20/06)**

Patrons Under Age 18

- . Patrons under the age of 18 **MUST** have on file a User Agreement, signed by their parent or guardian in the presence of a Goodnight Memorial Library staff member in order to access the Internet.
- . A patron under 18 whom does not have permission to access the Internet or who does not present their card may only use the computers for word processing, educational games, or reference tools.

Guest Internet Users

- . Customers may be Guest Internet Users if they are over 18 years old but are not eligible to get a Library card (e.g. visiting the area, stopping to check email while on vacation, etc.) A valid driver's license ID will be required to use the computers.

The Library as necessary may revise this policy.

Use of the Library computers implies acceptance of this policy.

SEE APPENDIX B

A/R R 01/27/2009