Section Five: Public Access to Electronic Resources, Including the Internet

5: i Introduction

The Hartland Public Library is committed to providing its patrons with the best materials possible for seeking information. The Hartland Public Library espouses the basic principles governing information freedom and access as outlined in the American Library Association's Library Bill of Rights. The library and its patrons must observe all applicable local, state, and federal laws governing information access.

This freedom to access information extends to access to the internet. The library does not monitor and has no control over the information patrons, including children, access through the internet. Although the internet and its resources may contain controversial or inappropriate material and may provide information that is obsolete, inaccurate, or incomplete, the library does not restrict access or protect users from information they might find offensive or misleading. Patrons use the internet at their own discretion.

All internet resources accessible through the Hartland Public Library are provided equally to all library users. Parents or guardians, not the library or its staff, are responsible for the internet information selected and/or accessed by their children. Parents—and only parents—may restrict their children—and only their children—from access to internet resources available through the library. We advise parents to supervise children's internet access. The library has material that can help parents work with their children to explore the internet safely.

5: ii General Use

Users may sign up for a half-hour time slot during specified time, up to one day in advance Additional time in half-hour increments will be allowed if no one else has signed up. Users more than ten minutes late my forfeit their time slot.

Parents and guardians of minor children, not the Hartland Public Library, are responsible for their children's use of the computer and/or the internet at the library.

A computer user may choose to work quietly either with one friend or alone. However, only one person at a time may use the mouse and/or the keyboard.

The computer must be turned on and off by a staff member. A user must consult a staff member before using CDs.

The staff requests computer users to be considerate and not change any computer setting. The library staff will assist anyone who asks for help.

Patrons should report any problems with the computer or printer to a staff member.

5: iii Staff Assistance

The staff provides assistance for basic computer use. However, the staff cannot provide in-depth training in the use of personal computers, software, or the internet.

5: iv Software

Patrons may not load executable programs or data files on the hard drive of the library computers.

Patrons may save data temporarily in *Thaw Space* or its equivalent on the desktop and on a portable storage device. Patrons may provide their own disks, or can buy them from the library.

Patrons must not alter settings on the computer, nor delete or modify any files. Patrons must properly exit from all applications when leaving the computer.

5: v Miscellaneous

Computer users must be sensitive to others when loading graphics since the computers are in a public area, with screens are visible to other patrons.

All patrons of the library, regardless of age, have equal access to the information provided at the library.

5: vi Copyrighted Material

Users may not use the service to upload, transmit or post copyrighted or otherwise protected material and/or software to the Internet without the permission of the owner(s) or person(s) owning the copyright or other intellectual property rights in the transmitted materials.

Downloading from the Internet copyrighted or otherwise protected material must be done with the express permission of the owner(s) or otherwise authorized person(s) regarding copying, redistribution, modification, or publication. The Library is not responsible for any software or shareware fees incurred through the downloading of software. Users may not use the identity of the Hartland Public Library as an educational institution to download software designated "for educational use only" for personal use.

Software registered to the Hartland Public Library is not intended for personal use and copies of the applications may not be made for home use. Doing so is a violation of The United States' copyright laws and the Library's licensing agreement with software publishers. Access to Hartland Public Library electronic services will be terminated for such a violation.

5: vii Termination of Access

The Hartland Public Library reserves the right to suspend or terminate access to the Internet or other network services without prior notice at anytime and for any reason. Violations of the law (see above, Copyrighted Material) such as destruction or damage to equipment, software, or data belonging to the Library or other users will be dealt with in a serious and appropriate manner. Illegal acts involving Library computing resources may also be subject to prosecution by local, state, or federal authorities.

5: viii Internet Rules of Conduct

1. Adult and minor patrons shall not intentionally access material that is obscene, pornographic, deemed "harmful to minors," or otherwise inappropriate for educational uses.
2. Minors are advised to use caution in their use of electronic mail and other forms of direct electronic communications, as these forms of communication can expose minors to dangerous situations.
3. Internet connections will not be used for illegal activity or to access illegal materials.
4. Internet connections will not be used to engage in "hacking" or to otherwise compromise system security.
5. Library staff may limit use of computer equipment.
6. Installation, downloading, or modification of software on library computers is prohibited.
7. Users will respect copyright laws and licensing agreements.
8. Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
9. Prompt payment is required by users who incur charges for printing.
10. Users must sign up to use the Internet on a next-available-terminal basis.
11. Headphones must be used for computer audio

5: ix Use of Library Consumable Resources

The Library reserves the right to limit the use of its resources to the public. Such limitations may include, but are not limited to: restricting time on computers; limiting the applications or functions use on Library computers; requiring that patrons use library-provided CDs or diskettes for saving files; and, charging a nominal fee for the use of certain consumable supplies such as paper, CDs and diskettes. Any damage to computers or peripherals due to negligence by a patron will be charged to that patron.

5: x Privacy

In general, the Library will treat information displayed on its computers and/or printers as confidential. Requests for disclosure of information will be honored when required by local, state, or federal law when required by Library policy.

<u>5: xi Social Networking</u>

Social software is defined as any website or application which allows users to share information. Social software can include, but is not limited to, blogging, instant messaging, social networking sites, and wikis. The Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.

The Library does not collect, maintain or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that site, unless granted permission by users for Library contact outside the site. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Postings which contain what the library deems as inappropriate will be removed and the poster barred from posting any subsequent messages to library social networking sites. Such postings may include but are not limited to:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Organized political activity

In addition, the library reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post. The library shall also be granted the right to reproduce comments, posts, and messages in other public venues

The library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social networking service, and does not endorse or review content outside the "pages" created by library staff. Participation in the library's social networking services implies agreement with all library policies and the Terms of Service of each individual third-party service.

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