

## E-Rate Conference Call 3/8/2016

Below is a roundup of the questions asked during today's conference call relating to e-rate. Some of the answers refer to the e-rate page on the Intranet – <http://intranet.4cls.org>. If you have more questions about e-rate, contact Eve or Steve.

### **Q: What do I have to do?**

A: 4CLS needs the following things from the libraries:

1. A signed letter of agency on library letterhead giving 4CLS the power to file on your behalf (see Intranet for boilerplate)
2. A completed Form 479, signed by the director. (Copies were sent via delivery.)
3. An Internet Safety Policy that meets the requirements (see below) that was discussed at a public meeting
  - a. The public meeting can be a regular board meeting
  - b. The meeting notice should include notification that the policy will be discussed
  - c. We'll need a copy of the notice

### **Q: What does the Internet Safety Policy need to include?**

A: There are several key areas that need to be covered in the policy:

- Access by minors to inappropriate matter on the Internet and World Wide Web
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access including "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Measures designed to restrict minors' access to materials harmful to minors

The Buffalo & Erie County Internet Safety Policy, which meets the requirements has been posted to the intranet as a guide. Remove the references to WiFi.

### **Q: Is filtering of WiFi required?**

A: No.

### **Q: Is this a new thing?**

A: The E-rate program has been around for a long time. Until this year, 4CLS was able to apply for discounts on the Internet connections of online libraries without the individual libraries having to do much. Basically, 4CLS applied as if we were a county & branch system. Unfortunately, aspects of the e-rate have changed and we must now file as a library consortium. To do so, we need to collect approval and information from the member libraries.

### **Q: How do I know if my computers are filtered?**

A: If you are unsure, contact Dan Dofton (607-723-8236 ext. 313). In most cases, he can do a remote session to check.

**Q: My library checks out laptops to patrons. Do they need filters?**

A: Yes. Computers used by patrons need to have filtering software on them. Adult patrons can opt to turn them off. Contact Automation to see about having filtering added to your laptops.