

William B Ogden Free Library
INTERNET & COMPUTER USE POLICY

Propose

The purpose of this policy is to affirm the library's role in providing public access to the internet and to clarify patron responsibilities associated with internet use at the library.

Definition

Internet use means using the library's network to access the internet on library workstations or through wireless connection on either a library owned mobile device or a patron's personal device.

General Policy

The William B. Ogden Free Library provides free access to the internet as a tool for staff and patrons. The library makes every effort to provide a stable, effective internet service; however, internet resources may be unavailable from time to time due to network or service issues beyond the library's control.

The library provides a limited number of desktops, laptops, tablets, and headphones. Portable devices are for use inside the library only. Equipment must be returned in-person to the staff desks at the end of each user's session. Staff must be notified immediately if equipment is damaged, lost, stolen, or malfunctioning.

The library also provides wireless access. To connect to the wireless network, users must agree to the library's Wireless Internet Connection Policy.

It is the patron's sole responsibility to protect their information from all risks associated with the internet, including any damage, loss, or theft that may occur. The library assumes no responsibility for damages of any type arising from a patron's use of the internet through the library's network.

The internet offers access to many valuable local, national, and international sources of information. However, some information found on the internet may be inaccurate, incomplete, dated, or offensive to some individuals. Internet users are encouraged to evaluate the validity and appropriateness of information found.

As with all library materials, programs, and services, parents and guardians are responsible for monitoring internet access for their children who are minors. Any restrictions placed on a child's access to the internet on the library's network is the responsibility of the parent or legal guardian. In compliance with our Unattended Child Policy, children age 10 and under must be accompanied by a parent/caregiver while using the computer.

Filtering

The library receives federal funding in support of public internet access. [The Child Internet Protection Act \(CIPA\)](#), requires libraries receiving such funding to install filters (software which blocks access to internet material containing visual depictions that are obscene, contain child pornography, or are harmful to minors.) Though designed to block access to sexually explicit material, in rare instances, the filtering software may block access to sites providing information on valid topics, such as breast cancer or AIDS.

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For these cases, patrons may contact a staff member to submit a request to remove the block on the site. The request should include the address of the site that is wished to be permanently unblocked, along with the reason, patron's name, and contact information.

Privacy

User's should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, the library will not release any information on the use of specific Internet resources by members of the public except as required by law.

User Responsibility

Users must comply with all federal, state, and local laws, including but not limited to the following:

- Patrons may not use the library's internet access to view, print, distribute, display, send, or receive images, or graphics of material that violates laws related to child pornography.
- Patrons may not knowingly exhibit or display any material that, according to [CIPA](#), is harmful to minors.
- Patrons must adhere to all copyright laws and may not copy or distribute materials without the permission of the owner.

Rules Governing Use

- In accessing the internet, patrons agree to abide by the Library's Patron Code of Conduct.
- Computer use is available to any member of the public on a first-come, first-served basis.
- Patrons should sign-in at the staff desk on the lower level before each session.
- Patrons will respect the 30-minute time frame if others are waiting to use the computers.
- Food and drinks are not permitted at the computers or while using library owned mobile devices.
- Due to space limitations and considerations of noise, there can be only one person per computer terminal. A second person may be allowed for special circumstances with staff permission.
- Users may print pages to the library printer at \$0.25 per page for black and white and \$0.75 per page for color. Printed pages are collected and paid for at the circulation desk on the main floor.
- Headphones are required when listening to audio content. The volume should not be such that it disturbs those nearby. The library has a limited number of headsets for patrons to borrow.
- Users may not download material onto the computer's hard drive.
- All computers will be shut down 15 minutes prior to closing.

Compliance

The library reserves the right to take appropriate action to ensure compliance with this policy. Violations may result in loss of privileges. Unlawful activity will be referred to the proper authorities for legal action.

Depending on the severity of the violation, the following is a guideline for use by staff:

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- Initial verbal warning
- Give a copy of the Internet & Computer Policy
- Direction to end computer use and not to use for the rest of the day
- Computer privileges suspended for seven days
- Computer privileges suspended for thirty days
- Computer privileges suspended for up to one year

In any instance requiring the suspension of computer privileges and/or the calling of law enforcement, staff is required to fill out an Incident Report. Attempts will be made to notify parents/caregivers in suspensions involving minors.

Appeal of Suspension:

Patrons who are suspended from using the computers for a period exceeding one week may petition to have their suspension reviewed by the Director and the administration committee of the Board of Trustees.

To request a review of suspension:

- The patron will write a statement including the reason for requesting an appeal.
- The patron will sign, date, provide contact information, and deliver to the Director.
- The suspension will remain in effect during the appeal process.
- The written appeal will be reviewed by the Director and the administration committee within one week of receiving the appeal of suspension.
- The patron will be notified in writing of the administration committee's decision.
- The administration committee's decision is final.

American Library Association Statements

The William B. Ogden Free Library is guided by the following American Library Association statements on access to information:

- The Library Bill of Rights
- Freedom to Read Statement
- Freedom to View Statement
- Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights
- Access to Electronic Information Services and Resources: An Interpretation of the Library Bill of Rights

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