

Shell Lake Public Library

INTERNET/COMPUTER POLICY

The Shell Lake Public Library endeavors to develop collections, resources and services that meet the cultural, information, recreational, and educational needs of the area. It is within this context that the Library offers computers and access to the Internet.

The Shell Lake Public Library does not monitor and has no control over the information accessed through the Internet and global entity with a highly diverse user population and library patron's use it at their own discretion. Parents and children are encouraged to read MY RULES FOR ON-LINE SAFETY included in this packet from the National Center for Missing and Exploited Children.

All Internet resources accessible through the library are provided equally to all library patrons. Parents or guardians, not the Shell Lake Public Library or its staff, are responsible for the Internet information accessed by their children. Parents are encouraged to accompany their children's Internet sessions.

To be more specific:

The Shell Lake Public Library may not, according to the American Library Association's Intellectual Freedom Manual, censor access to material nor protect users from information they deem offensive. Please see The Library Bill of Rights included in this Internet Packet. Offensive material may exist on the Internet. Parents of minor children assume the responsibility for their children's access of the Internet at the Library.

General Usage:

- Internet users are required to have a signed Shell Lake Public Library Internet Usage Agreement on file at the front desk. If patron is under eighteen years of age, a parent or guardian must sign also. A parent or legal guardian is required to be present and sign the agreement witnessed by library staff.
- Patrons with fines or fees of \$5.00 (five) or more on their card will be blocked from using the library Internet computers.
- While the library staff will assist whenever possible, the staff will not teach patrons how to use the computer. Users also should not expect staff to know the specifics of how a particular web site or e-mail works. Computers will be assigned on a first come, first serve basis. You may reserve computers.
- To prevent long waits for our computers; users have a three-hour per day limit, in one-hour increments, subject to availability, after the first hour.
- A maximum of two people may be at one computer at any given time.
- The computer workstations will close 5 minutes prior to the library closing.
- Use of personal software on the computers will not be allowed.
- Any/all computer use may be suspended or revoked by SLPL administration at any time, without prior notice or hearing, for abusive conduct or violation of the conditions of use set forth in the document. SLPL will be the sole arbiter of what constitutes abusive conduct or violation of the SLPL acceptable use policy.
- In cases of Internet policy abuse, patrons will receive only one (1) warning, resulting in notes placed on their record and loss of privileges for 1 month; Patrons may not use the internet under any circumstances while suspended; the second incident will result in the loss of Internet privileges permanently.
- Special Equipment: A designated terminal is located in the adult area for disabled users. If the machine is in use at the time you would like to use it, please speak to a librarian who will ask anyone at the terminal who is not disabled to use another machine.
- The printer is located behind the Circulation desk.

- Staff on duty will assist you in retrieving your copies. Computer copies are 15 cents per page and will be held until you can pay for them. Patrons are responsible for payment of all prints made.
- Diskette and CD's are available at the circulation desk for a nominal fee.
- Persons who own CD's and flash drives that will operate on the Library's computer may use them with the approval of staff.
- Persons damaging the machine or programs will be held fully responsible for such damage and be charged accordingly.
- Any person who refuses to comply with these guidelines will be asked to leave the library premises.
- Be respectful of other's rights to a quiet and private environment in which to use the computers.
- A. The purpose of Library-provided Internet access is to facilitate communications in support of research and education. Access is a privilege, not a right. Access entails responsibility.
- B. The Library makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Library will not be responsible for the accuracy, nature, or quality of information stored or quality of information gathered through Library-provided Internet access. The Library will not be responsible for unauthorized financial obligations resulting from Library provided access to the Internet.
- C. Inappropriate Internet Conduct
 - Use of the Internet for unlawful or malicious activities
 - Disruption of other users
 - Access of sexually explicit material
 - Misrepresentation of oneself/SLPL
 - Misuse of services or equipment
- D. The following uses of the public computers or Internet are **PROHIBITED** as they do not fall within our guidelines:
 - **Commercial or for profit purposes**
 - **Product advertising or political lobbying**

For Those Users Under 18

- The Library offers Internet access to assist in establishing educational and informational objectives. Good behavior is expected on line as well as in other areas of the Library.
- Parents and guardians of minors are ultimately responsible for setting and conveying standards for children concerning Internet usage. Parents should be aware that some material accessible via the Internet might contain items that are illegal, sexually explicit, defamatory, inaccurate, and objectionable.
- Children under the age of six must be accompanied by an adult when using the computer.
- **It is possible to purchase goods and services via the Internet and as a guardian or parent you are responsible for those financial obligations.**
- **Certain sites are not always open when you seek them.**

The reason may be that:

- the site has too many visitors or has limited access available.
- the host computer has changed its address or closed down.
- the library's Internet connection may be temporarily inoperable due to technical difficulties.
- The board of a public library shall adopt a policy concerning the appropriate use of the Internet by library patrons.

Users may not utilize Library workstations to:

- Access, upload, download, or distribute pornographic, obscene or sexually explicit language---vandalize, damage, or disable the property of another individual.
- Access another individual's materials, information, or files without permission.
- Violate copyright or otherwise use the intellectual property of another individual organization without permission.
- The Library Board reserves the right to revise this Internet Access Policy at any given time.

CHILD SAFETY ON THE INFORMATION HIGHWAY

My Rules for Online Safety

I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.

I will tell my parents right away if I come across any information that makes me feel uncomfortable.

I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.

I will never send a person my picture or anything else without first checking with my parents.

I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the online service.

I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate area for me to visit. I will not access other areas or break these rules without their permission.

About this Document

This brochure was written by Lawrence J. Magid, a syndicated columnist for the *Los Angeles Times*, who is author of *The Little PC Book* (Peachpit Press) and host of www.safekids.com, a web site devoted to keeping kids safe in cyberspace.

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The Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
6. Libraries, which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; amended February 2, 1961, June 27, 1978, and January 23, 1980, by the ALA Council.

INTERNET/COMPUTER AGREEMENT

I, _____, (please print *name*) have received the Internet/computer packet provided by the Shell Lake Public Library. I have read and understand the information included. This packet includes, but is not limited to the following items:

- A. Policy Statement
- B. General Usage
- C. For Those Users Under 18
- D. Child Safety and the Information Highway
- E. Position on censorship by the American Library Association’s Library Bill of Rights.
- F. Internet/Computer Agreement

THE AGREEMENT

I further acknowledge that the Shell Lake Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.

I agree to follow the rules and regulations, implied or stated, in the Internet/Computer packet. I realize that not following these may result in loss of privileges. I further acknowledge and agree that the library assumes no liability for any loss or damage to the user’s data or for any damage or injury arising from the invasion of privacy in the user’s computer accounts, programs, or files. Under no circumstances should the Internet be used to offend or harass others. A personal business may not be run from these resources.

User Signature: _____

Date: _____

Staff Member Initials: _____

If under age 18, a parent or legal guardian must also sign this agreement showing that they have approved the same terms and conditions as agreed to by the minor. I, as parent or guardian, assume responsibility for the above named child in the use of the library Internet access/ computer. Children under 6 years old must be accompanied by an adult. I am aware that my child may access material that in my absence may be inappropriate. I have discussed the Internet Guidelines with my child. A parent or legal guardian is required to be present and sign the agreement witnessed by library staff.

Parent/Guardian Signature: _____

Date: _____

2/9/99
9/14/05
11/14/07