

Hamilton North Public Library
Prepared for the April 16, 2015 Board Meeting

SUBJECT: Internet and Computer Use

APPROVED BY: Library Board of Trustees

APPROVAL DATE: April 16, 2015

EFFECTIVE DATE: April 16, 2015

NEW () REVISED (X)

Purpose

The library provides access to computer equipment, programs, databases, and the Internet (collectively, the “computer resources”) for informational, educational, and recreational purposes and to provide persons with the opportunity to experience ever-changing computer technology and services. All users of the library’s computer resources, both staff members and patrons, are expected to use these resources responsibly and only for legal purposes.

Procedures

- HNPL cardholders must show their HNPL library card or picture ID to use a computer. HNPL cardholders must not have unpaid charges of \$10 or more nor more than 20 overdue items on their card in order to use a computer.
- Non-residents and non-cardholders must show their driver’s license in order to use a computer.

Personal and Parental Responsibility

The Internet and its available resources contain a wide variety of material and opinions from varied points of view. In offering Internet access, library staff cannot control access points which often change rapidly and unpredictably. Users are hereby notified that they are responsible for the access points they reach. Parents of minor children must assume responsibility for their children’s use of, or exposure to, the Internet through the library’s connection.

Filtering

The library has implemented software filtering on all of its Internet-accessible computer terminals. The blocking filter is designed to screen obscene or illegal material. Users should be aware that the filters are not perfect; consequently, parents or others accompanying minors should be aware of and monitor library Internet usage by minors. Adult patrons may elect to have the filter disabled for unrestricted Internet access for any lawful purpose that meets library guidelines.

Restrictions

The library reserves the right to limit the software available to users to library owned resources.

Computer resources may not be used for the following purposes:

- Violation of any applicable federal, state, or local laws, ordinances, rules, or regulations.
- Harassment of other persons or parties.
- Libel or slander of other persons or parties.
- Destruction of, or damage to, equipment, software, or data belonging to the library or other users.
- Installation, downloading, or modification of software.
- Changing desktop, application, or other settings on the computer.
- Gaining or attempting to gain unauthorized access to any computing, information, or communication devices or resources.
- Disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyrighted or other protected material.
- Violation of computer system security.
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or email exchanges, overuse of interactive network utilities, etc.)
- Violation of software license agreements.

- Violation of network usage policies and regulations.
- Violation of another person's or party's privacy.
- Sexually Explicit Materials:

Library computer workstations may not be used to view or transmit sexually explicit material that appeals to the prurient interest or any other material that is not constitutionally protected or to conduct other illegal activity.

Any library staff member who observes a person viewing such material will direct that person to remove the material from the computer screen and refrain from viewing such material in the future. Any person who refuses to comply with these directions will be asked to leave the library premises. Law enforcement officials may be called to enforce compliance with such requests.
- Any and all other matters which the library, in its sole discretion, subject to legal limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose.

Equitable Access

The demand for use of the library's Internet workstations may exceed the available supply. Therefore, it is necessary to manage Internet access fairly and equitably so that all patrons will have an opportunity to use the resource.

Each branch of the library is therefore authorized to employ whatever reasonable methods he or she deems appropriate in order to ensure that access to Internet workstations is available to all patrons who wish to use them. Examples of methods that might be employed include, but are not necessarily limited to:

- Establishing time limits and using sign-up sheets to reserve time on Internet workstations.
- Telephone reservations will not be taken, unless approved by the Director or the Director's designee.
- Computers will not be held for persons not in the immediate vicinity when their name is called.
- Asking a patron to relinquish a workstation when, in the judgment of the staff member on duty, that patron has had a fair opportunity to use the workstation and other patrons are waiting to use it.

- Asking a patron to relinquish a workstation temporarily when, in the judgment of the staff member on duty, another patron or staff member has a more critical need to use the workstation.
- Asking a patron to relinquish a workstation when, in the judgment of the staff member on duty, that patron has used a computer resource for any of the above stated unacceptable purposes or has otherwise violated any portion of this policy.
- Terminating user sessions with or without notice.

Computer Designations

Workstations may be designated for specific uses, such as “children only.” These workstations may not be used for non-designated purposes. Any library staff member who observes a person using a workstation for a non-designated purpose will direct that person to cease using the workstation in that manner. Any person who refuses to comply with these directions will be asked to leave the library premises. Law enforcement officials may be called to enforce compliance with such a request.

Penalties

A violator of these guidelines will be barred from entry into all library facilities for a period of time commensurate with the nature of the violation, in the sole discretion of the library director, the director’s designee, or the Board of Trustees. A person will be considered in violation of these guidelines if he or she refuses to comply with the directions of the staff, or if he or she repeatedly uses the computer resources in an inappropriate manner, requiring the staff to intervene. The penalties outlined in the Library’s Code of Conduct Policy, Section 17, will be imposed.

Disclaimer

The Hamilton North Public Library assumes no responsibility for any damages or loss, direct or indirect, to equipment, devices, connections, media, or data arising from use of library services, servers, equipment, devices or their connections. The library reserves the right to erase any and all user files stored on library equipment without notice. HNPL has the right to inspect equipment and resources for purpose of enforcement of this policy.