



# Conway Public Library

## Internet and Computer Use Policy and Guidelines

### **Purpose**

Throughout its history the Conway Public Library has made information available in a variety of formats. To fulfill our mission, the Conway Public Library provides access to a broad range of information resources, including those available through the Internet. The Internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information, and commentary from around the globe.

### **Internet Use Policy**

This policy applies to everyone who uses the public access computers and wireless connections in the Conway Public Library to access the Internet.

### **Responsibilities of Computer Users**

The Conway Public Library does not monitor and has no control over the information accessed over the Internet. The Internet offers access to many valuable local, national, and international sources of information. The Internet is a powerful tool for finding information, but other library resources may be more appropriate for locating some information in a timely manner. Additionally, some Internet sites, particularly databases, are unavailable because of limited access. However, as with printed publications, not all sites on the Internet provide accurate, complete, or current information. A good information consumer evaluates the validity of information found.

The Internet is a global entity with a highly diverse user population and information content; library patrons use it at their own risk. The library assumes no responsibility for information available through the Internet, which patrons may find to be inaccurate, offensive, and/or illegal. The library upholds and affirms the right of each individual to have access to constitutionally protected material.

The Library affirms the right and responsibility of parents to grant, and monitor their children's use of library materials and resources. Supervision or restriction of a minor's access to the Internet is the responsibility of the parent or legal guardian. The Conway Public Library does not have the right or the responsibility to act in loco parentis. Those parents who believe their children cannot responsibly use the library's Internet access workstations or wireless networks should monitor their children's Internet use.

Computer users are warned that the library's public access computers and wireless networks are not secured. The library cannot assure the confidentiality of credit card or other personal information transmitted through library computers. The Library affirms the right and responsibility of parents to inform, teach, and instruct their children not to disclose personal information to strangers in any form of electronic communication.

Computer users may not download software onto library computers. Manipulation of library operation systems, setups, files, or configuration of the software or hardware is forbidden.

Computer users may not use any library computer for any illegal or criminal purpose including but not limited to harassment, stalking, pornography, or scams. Computer users may not display materials that by community standards are obscene.

### **Copyright**

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use". Computer users may not copy or distribute electronic materials (including text, images, programs, data or files) without the explicit permission of the copyright holder. Any responsibility for and consequences of copyright infringement lies with the computer user; the library expressly disclaims any liability or responsibility resulting from such use.

### **Computer Use Policy**

This policy applies to all users of the Conway Public Library public access computers and WIFI network.

### **Rules governing the use of library workstations**

All users of electronic information resources are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided, and to follow the library's basic guidelines for the use of computers.

1. To use a library computer workstation all users must accept the Computer Use Policy. Prior to the launch of every session on a library computer workstation, the Computer Use Policy is displayed on the monitor for users to read and accept. To launch a session the user must indicate acceptance of the policy by clicking on the "accept" button. Refusal to accept the policy will result in no computer session for the user. Children ages 10 and up may use library computer workstations unattended.
2. Computer users may use their own USB devices on specified library computers.
3. No more than two people may sit together at any one computer.
4. Computer users must use earphones or earbuds when sound accompanies a given site.
5. Users will be personally responsible for any materials ordered via the Internet. They will pay for these items with a credit card. The library will not be responsible for these costs.
6. Computer users may not obstruct other people's work by tampering with any library workstation. Computer users may not make any attempt to damage computer equipment or software, to alter software configurations, or to degrade system performance. Computer users may not install software on library workstations or copy software from a library workstation. Any damage to the computer or its peripheral devices is the responsibility of

the user. Damage deliberately done to other computers, networks or products accessed through the library's Internet connection will be traced and the perpetrator will be prosecuted to the full extent of the law.

7. Computer users may not use any library workstation or wireless network for any illegal or criminal purpose. Computer users may not engage in any activity that is deliberately or maliciously offensive, libelous or slanderous. Users may not send, receive, or display graphics which may be construed as pornographic.
8. Computer users may not violate copyright laws or software licensing agreements in their use of library workstations or wireless network.

## **Termination or prohibition of Computer User Access**

Violations of the Internet & Computer Use Policy and Guidelines may result in loss of access or library privileges. Unlawful activities will be dealt with in a serious and appropriate manner by the responsible law enforcement agencies, which will be notified of any such activities brought to the attention of library personnel. When library employees believe that a computer user has failed to comply with the Internet and Computer Use Policy and Guidelines, they are authorized to terminate any computer user's access session. If someone has been asked on one previous occasion to quit an inappropriate site, this user will be banned from the library for up to six (6) months. A computer user may be permanently barred from Internet access from the library by the Library Director. These decisions may be appealed to the Library Board. Requests for reinstatement of Internet privileges will be made to the Library Board.

Adopted by the Conway Public Library Board of Trustees, February 14, 2006, rev. 6/13/06, rev. 5/07/08, rev. 6/10/09, rev. 05/18/10, rev. 11/19/18