

## **Spalding Memorial Library**

### **INTERNET USE POLICY**

The Spalding Memorial Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement. All users show their Internet use card and must sign the login chart prior to beginning their session. Children, 10 years of age and younger, must be accompanied and supervised by an adult.

The library is under no obligation to train patrons in the use of the computers or Internet. Staff personnel are available for assistance; however, patrons who require extra help or training are encouraged to investigate formal educational programs available in the community for extensive and in-depth computer use and searching training.

#### **Expectations:**

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below, which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Displaying of sexually explicit graphics on any viewing screen is a violation of the Pennsylvania Criminal Code, 18 PA C.S. 5903 and is strictly prohibited. Any other material perceived as "unsuitable" or "unacceptable" by the library staff will not be allowed to be viewed or used in the library. Violation of this provision will result in the revocation of Internet privileges at the library.

#### **Warnings:**

The Internet is a decentralized, unmoderated global network; the Spalding Memorial Library has no control over the content found there. The library provides filtering upon all of the computers in compliance with the state law of PA. Beyond the filtering programs, the library is not responsible for protecting users from offensive information, nor the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

**Guidelines:**

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service with will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organization or individual
- Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis; each user is allowed one session—if there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service for 30 minutes the user must abandon use of the Internet if another patron requests use of the service
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters
- Users will be financially responsible for any damage that they cause
- Users may not represent themselves as another person
- Users agree not to use chat rooms, messenger groups or to play games on the Internet
- Users agree not to have food or beverages in the computer area

Due to the emerging nature of these services, policies are subject to change without notice and at the library's discretion.

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