

Computer Use and Internet Use Policy

This document constitutes a Library-wide policy for the management of computer data networks and the resources they make available, as well as stand-alone computers that are owned and administered by the Marion Public Library. The policy reflects the ethical principles of the Marion Public Library and indicates, in general, what privileges and responsibilities are characteristic of the Library computing environment. **The Library reserves the right to monitor all use of the computers by the public.**

1 Responsibilities of users:

- The user is responsible for the proper use of the computer; misuse of the computer will result in loss of computer privileges.
- Patrons may not use personal software, or alter or attach equipment to the Library's hardware.
- The user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being a victim or unwitting distributor of these processes. Any time a storage device is used in a computer other than the patron's own computer, there is a risk of getting a virus.
- The user may bring a flash drive or may purchase one at the Library for saving or downloading files. The Library is not responsible for any loss or damage to personal storage devices when downloading.
- Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. The Library assumes no liability for loss or damage to the user's data or for any damage or injury arising from invasion of the user's privacy.

2 Legal use:

Computing resources may only be used for legal purposes. Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment of other users;
- Libeling or slandering other users;
- Destruction of or damage to equipment, software, or data belonging to the Library or other users;
- Disruption or unauthorized monitoring of electronic communications;
- Unauthorized copying of copyright-protected material.

3 Ethical use:

Computing resources should be used in accordance with the ethical standards of the Library. Examples of unacceptable use (some of which may also have legal consequences) include, but are not limited to, the following:

- Violation of computer system security;
- Violation of guidelines of the networks traversed;
- 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;
- Violation of software license agreements;
- Violation of network usage policies and regulations;
- Violation of another user's privacy.

4 Cooperative use:

Computing resource users can facilitate computing at the Library in many ways. The Library endorses the practice of cooperative computing. It includes, but is not limited to, the following:

- Regular deletion of unneeded files from shared computing resources;
- Consideration in the use of connect time, information storage space, printing facilities or processing capacity;
- Refraining from overuse of interactive network utilities;
- Refraining from use of any computing resource in an irresponsible manner;

- Consideration for the individual rights and privileges of other users.

5 Appropriate use:

Computing resources shall not be used to access pornographic materials. To remain eligible as users, patrons must abide by this use policy. Access entails responsibility. Examples of unacceptable use include, but are not limited to, the following:

Users are not permitted:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- to transmit obscene, abusive, or sexually explicit language;
- to violate any local, state, or federal statute;
- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files without permission;
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- to use another patron's PIN number or identity.

6 Sanctions:

Violators of computing resources use policies may lose library privileges. Violations of the policies described above for legal, ethical and appropriate use of computing resources will be dealt with in a serious and appropriate manner. Marion Public Library will be the sole arbiter of what constitutes a violation. Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.

7 Disclaimer:

The Internet is a global electronic network and a tool for life-long learning; in a free and democratic society, access to information is a fundamental right of citizenship.

The Internet and its available resources, however, contain a wide variety of material and opinions from diverse points of view. Some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for the user.

While the library's policy prohibits access to inappropriate materials, users have the ability to access offensive information and visual materials. Patrons 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 the Internet through the Library's connection.

Library staff cannot control the availability of information links which often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information. **The Library has implemented filtering software on its computers to protect against visual depictions of obscenity, child pornography, and materials harmful to minors.**

The Marion Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its connections to Internet services.

8 Limitation of liability:

All patrons who wish to use the Library's microcomputer equipment for Internet access are required to agree to the following Limitation of Liability:

Limitation of Liability:

The patron acknowledges that he/she has read and understands the Marion Public Library Computer Use and Internet Use Policy.

The patron further acknowledges and agrees that Marion Public Library assumes no liability for any loss or damage to the user's data or for any damage or injury arising from invasion of privacy in the user's computer files.

Appendix

Procedures:

Computer Use Privileges will be denied for the following:

- Obscene, objectionable or sexually explicit material accessed, viewed or transmitted either on the screen or in hard copy.
- Downloading and/or installing programs to any library computer's hard drive.
- Altering the computer settings in any way.
- Failure to relinquish computer promptly when asked by Library Staff.
- Failure to comply with Library's Two Hour Time Limit.

Failure to abide by the above rules will result in the loss of computer privileges as follow:

First offense: A note will be added to their lib shield account.

Second offense: 1-week suspension

Third offense: 1-month suspension

Fourth offense: 3-month suspension

Fifth offense: patron will be considered a habitual offender and will be suspended for 6 months. The patron will be required to meet with library director and security staff before they are allowed to use computers again. Written warning and 1-week suspension may be skipped if the nature of the violation warrants doing so. Director would be consulted and must approve this action.

*At the discretion of the Library member a verbal warning may be made prior to the written warning.

**Library staff may allow patron longer than two hours if patron is working on homework or job related projects.

***If patron has no violations for one year, then their record will be cleared and future violations will be recorded starting with a written warning.

The Marion Public Library reserves the right to circumvent this policy and refuse computer use to those who abuse Library policies, services, or staff.

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