

POLICY: Internet Safety & Computer Policy

AUTHORIZED BY: Monticello Public Library Board of Trustees

APPROVED DATE: 8/9/19

DATE OF LAST REVIEW/REVISION: 8/9/19

The Monticello Public Library (MPL) wishes to provide equitable computer access to citizens. MPL provides desktop and laptop options for patron usage as well as wireless connectivity.

The Library's wired and wireless networks are filtered to comply with the provisions of the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Internet Access: The quality, accuracy and timeliness of information on the Internet varies from site to site, and sites may be controversial or of a mature nature. At their own discretion, library users access the Internet and are responsible for the results of their searches.

Responsibilities of Computer Users: MPL requires computer users to respect the rights and sensibilities of all library users. Some Internet sites are inappropriate for viewing in a public setting. Users should refrain from the use of Internet sounds and visuals that may disrupt the ability of other library patrons to use the library and its resources.

Library staff reserves the right to end Internet sessions when sexually explicit or pornographic materials are displayed. (See also Illegal and Unacceptable Uses).

Internet Safety: In compliance with requirements of the Children's Internet Protection Act (CIPA), Monticello Public Library currently restricts access by minors to inappropriate matter with the use of filtering software specifically for visual depictions of material deemed obscene, or child pornography, or to any material deemed harmful to minors. Adult patrons age 18 years and older may elect to disable the filter for unrestricted Internet access for any lawful purpose that meets MPL guidelines.

Minors: Parents/Guardians are responsible for minor children's use of the Internet. The Library staff can provide general assistance in how to gain access to the internet but they cannot monitor children's use, or limit it, other than limiting time allowed. Parents/Guardians should provide children with guidelines on acceptable use of the internet and other electronic resources.

To the extent practical, steps shall be taken to promote the safety and security of users of the Monticello Public Library's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Education, Supervision and Monitoring:

It shall be the responsibility of all members of the Monticello Public Library staff to educate, supervise and monitor appropriate usage of the computer and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

If internet users believe that a website has been blocked inappropriately, or that a website that is not blocked should be blocked, they may report it to the Library staff. Any question of whether a website should be blocked or not will be referred to the Library Director or his/her designee. This decision may be appealed to the Library Board by filing the appeal in writing with the Library Director within 10 days of the refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

Copyright: U.S. Copyright law (Title 17, U.S.C.) Prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the users; the MPL expressly disclaims any liability or responsibility resulting from such use.

Disclaimer: Users access the library computer hardware or network at their own risk. The availability of information via library computers does not constitute the Library's endorsement of that information, nor does the Library guarantee that the information found on the Internet is entirely accurate, authoritative, factual, timely, or useful for patrons' purposes.

The Monticello Public Library is not responsible for equipment malfunction, loss of data, any damages to the user's data etc. or electronic transactions of any type which are related to the public use of library computer resources.

Library staff reserves the right to end computer sessions early if violations to this policy are being conducted. (See also Illegal and Unacceptable Uses).

Illegal and Unacceptable Uses: Patrons of all ages may use the library computers only for legal purposes.

Examples of unacceptable uses include but are not limited to the following:

- Violation of computer system security
- Unauthorized use of computer accounts or access codes in any unlawfully manor
- Unauthorized disclosure, use, and dissemination of personal information especially regarding minors
- Obstruction or disruption of other people's work
- Violation of copyright or software licensing restrictions
- Harassment of other users, or violation of their privacy

- Belittling, slandering, or maliciously offending other users
- Damaging equipment, software or data belonging to the Library or other users
- Sending, receiving, or displaying material that may reasonably be construed as obscene.

Violations may result in the loss of Internet and/or library privileges. Illegal use of the computers also may be subject to prosecution by local, state or federal authorities.

Computer Use Procedures

Time Limits: To ensure access for all patrons, the library has installed software on all computers to manage user time limits. The standard session time is two hours per day. Library staff reserves the right to limit or extend computer sessions.

Data Cabling: Users may not unplug Library computer data connections and plug personal computers into the ports.

Hours of Use: All computers automatically shut down 10 minutes before closing.

Printing: The printing charge is 10 cents per page for black and white copies and 25 cents for color copies. The Monticello Public Library is not responsible for loss of data that may occur when printing. Patrons are required to pay for printed materials.

Saving Files and Documents: Monticello Public Library computers do not allow the user to save documents or personal files to the library network. All documents that are saved must be saved to a personal storage device. When a user signs off of the computer, all personal documents will be wiped and the computer will return to a default state. The Monticello Public Library is not responsible for loss of data that may occur when saving documents.

Compliance

Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state or federal laws.

Privacy Policy

The Monticello Public Library is committed to protecting the privacy of its web site visitors and users. We believe strongly that users deserve to have their personal privacy protected while using the Internet.

MPL does not share or sell any customer information with any third party at any time. However, the Monticello Public Library, as a department of the Village of Monticello, is a governmental agency and must comply with state and federal guidelines concerning open records and freedom of information.