

## ATGLEN PUBLIC LIBRARY POLICY MANUAL

### INTERNET ACCEPTABLE USE POLICY

#### Policy Statement

The Atglen Public Library provides public access to the Internet, through Library-owned computers and wireless connections, and to other electronic resources. The Library recognizes that the Internet offers a wealth of information that is personally, professionally, and culturally enriching to individuals of all ages. Not all sources on the Internet provide information that is accurate, complete, current, legal, or philosophically acceptable to all citizens.

The Atglen Public Library is unable to monitor or control the content of materials on the Internet, which change rapidly or unpredictably. The library cannot censor access to materials or protect the user from information. Individual users assume the responsibility for determining the suitability of Internet content for themselves. The Library affirms the right and responsibility of parents and legal guardians for deciding what library resources, including those found on the Internet, are appropriate for their own minor children. The Library staff does not act *in loco parentis* to restrict what a child may access.

The Chester County Library System, and the Atglen Public Library as a member, uses technology protection measures to filter content in accordance and compliance with federal Children's Internet Protection Act, (CIPA), Pub. L. No 106-554, Div. B., Title XVII, 114 Stat. 2763335 (2000).

Users of the Library's computers or wireless connections may not use them for any purpose that violates federal, state, or local laws. Users must respect all copyright laws and licensing agreements pertaining to electronic files and other resources obtained via the Internet.

It is possible that individuals may access information they personally find offensive or disturbing. The viewing of pages that contain or display sexually explicit images or materials or obscenity as defined in 18PACS5903 is prohibited in Pennsylvania in a public library environment. The viewing of child pornography is a criminal act and may be prosecutable as a felony. The Library will assist in the prosecution of criminal activity.

The Library reserves the right to terminate an individual's use of an electronic resource, library computer, or wireless connection at any time for failure to comply with Library Policy and Guidelines.

#### User Information and Responsibilities

Library users must have a valid Chester County Library System Library card and have no more than a maximum fine amount of \$10.00. *See also **Library Behavior Policy**; **Library Use Policy**.*

Computer usage is limited to 30 minutes per person per session, unless otherwise indicated. After a user's session is complete, the individual must wait at least one hour before signing back onto the computer.

Library users may send email. The library does not offer e-mail accounts, nor does it collect user replies. If an account is needed, Library staff can guide you to an appropriate resource.

## ATGLEN PUBLIC LIBRARY POLICY MANUAL

CHAT ROOMS, INSTANT MESSAGING, and GAMES are not to be accessed from the library. If a Library user wishes to listen to music, headphones must be used.

Library users may not store individual files, documents, images, etc. on the Library's hard drives. Files or other data found on hard drives are deleted as part of daily clean-up procedures. The Library has discs available for sale if something must be saved.

Library users may not alter the Library's hardware and may not use any ports or jacks on the Library computers to attach any equipment or peripherals to a Library computer.

Library users may not load programs onto the computer using the Internet, floppy discs, or CD-ROMs.

Library users must respect all copyright laws and licensing agreements pertaining to software, files, and other electronic resources.

Library users may use USB ports on the fronts of Library computers for their own USB-compatible computing devices. The Library is not responsible for any corruption of data that may occur or for flash drives and other devices left in the Library.

Library printers may not be used to print from personal computing devices. Wireless users wishing to print from their wireless devices at the Library must provide their own printers.

Library's wireless connections are intended for those using their own laptops, notebooks, or PDA's. Wireless communications are not secure. The Library is not responsible for corruption of software, or data on users' personal computing devices while using Library wireless connections.

Commented [DMD1]: Is this the correct punctuation?

Library users are responsible for damage to or loss of Library hardware or software caused by negligence, or failure to follow Library policy. Replacement costs apply in cases of loss or damage.

Failure to follow these guidelines may result in expulsion from the Library by staff and/or denial of privileges by the Library Director or Library Board. Any customer whose privileges have been denied may have the decision reviewed by the Board of Trustees.

### Library Guidelines for Staff Implementation

Library staff can guide parents to materials and sites that will help them use the Internet with their children.

Library staff is available to assist users in accessing information on the Internet and to answer questions or concerns. However, time does not permit staff to provide in-depth training on the Internet or personal computer use on demand.

Staff cannot configure users' personal computing devices.

In compliance with CIPA, Library staff will override a block on Internet sites imposed by the filter upon request by an adult 17 or over, for any lawful purpose and in compliance with the provisions of Pennsylvania law summarized in the Policy above. The Library will unblock

## **ATGLEN PUBLIC LIBRARY POLICY MANUAL**

erroneously blocked sites upon any request by a minor. Staff may refer to Filtering Procedures and FAQs, available on the staff intranet under Filtering Information. If unblocking results in the display of inappropriate images on the monitor, Library staff will follow the guidelines given.

A Library staff member who notices inappropriate images or materials displayed on a monitor should immediately approach the user, tell the user in a quiet, neutral, objective manner that the display is not permitted in the Library's public setting, and politely ask the user to remove it. If there is any hesitation on the user's part the staff member should immediately minimize the image or turn the monitor off if the image is on a Library computer. If the image is on a personal laptop or notebook, the staff member may not touch the user's personal computing equipment but should stay with the user until the image is removed. The staff member should explain to the user that any further display of such materials will result in denial of computer and wireless use privileges and, possibly, a request to leave the facility. (See also Library Behavior Policy.)

Although the primary objective of Library staff who see inappropriate images displayed on a monitor is to clear the display from public view, there are additional concerns if images appear to be child pornography. If a displayed image appears to be child pornography and if there are no other library users in the area at the time, the staff member should call a staff member from another area as a second witness to what appears on the monitor. This is particularly important if the staff member is aware that the same user previously displayed a similar type of image.

If a staff member feels that a criminal activity may be taking place, he or she should immediately consult another staff member and, when possible, the Library Director to determine if police should be called (911). If the situation is urgent and the Library Director is not immediately available, any staff member may call 911. (See also Library Behavior Policy.)

*Adopted July 2000  
Revised and updated June 11, 2008*