

OPERATIONS
Internet Use

STATEMENT: As part of its mission to serve as an educational and recreational resource for the community, the Red Jacket Community Library will provide users with access to computers and the Internet. The Library is a forum for all points of view and adheres to and endorses the principles of intellectual freedom.

PURPOSE: To provide guidelines for computer use in the Red Jacket Community Library.

Disclaimer:

It is the Red Jacket Community Library's policy that parents or legal guardians are responsible for deciding what library materials and resources are appropriate for their minor children. Supervision or restrictions of a child's access to the Internet, as with other library resources, is the responsibility of the parent or legal guardian. Children also bear responsibility in using the library resources properly.

To maximize Internet availability and to ensure fair accessibility for all the following rules shall apply:

1. Users are required to be a current Red Jacket Community Library card holder and to complete the *Internet User Agreement Form* (Appendix 1D), which will be kept on file at the Circulation Desk.

Children under the age of 18 may use the service without a parent/guardian present, but the parent/guardian must sign the *Internet User Agreement Form* (Appendix 1D) on their behalf.
2. Users must sign in at the Circulation Desk, giving date, time, RJCL card number or name, and computer number, before using a computer. Use will be limited to 1 hour.
3. Library users are expected to comply with all local, state, and federal laws while using the Internet. Patrons found to have violated any laws, (including but not limited to those concerning copyright, fraud, privacy, or obscenity) while using library facilities or equipment may have their Internet privileges revoked.
4. Users may contact fee-based services and online shopping services while using the Internet. Users will assume responsibility for any charges incurred when accessing such services from the Library, including the submission of a credit card number which involves a transaction with an outside service provider.
5. The Library staff will assist in the initial start-up of the system, and will provide additional assistance as time allows.
6. Users may print materials on the Library printers for a fee of \$.10 per page. Users may download information onto removable media.
7. The Red Jacket Community Library makes no warranty, expressed or implied, nor assumes responsibility for the content, timeliness, accuracy or usefulness of any information accessed via the Internet.
8. The Red Jacket Community Library does not provide individual e-mail accounts; however, Internet Based E-mail is available on the Library owned computer.
9. Users may not make any changes to the computers' system files or programs. No files or programs may be downloaded to the computers and stored or installed on their hard drives. No files or programs may be brought in on disk or CD-ROM and installed on the computers' hard drive. Users must operate in the Windows environment and may not exit to or operate in the DOS environment.
10. All copyright laws must be obeyed, including, but not limited to, the downloading and use of copyrighted materials. We do not condone, nor will tolerate, using our computer resources to break any law.
11. Deliberate damage to any of the computers' hardware or software will not be tolerated. Any problems with the hardware or software should be reported immediately to library staff.

RESTRICTIONS:

1. Library owned computers are filtered, but to a lesser degree than the school owned computers.
2. Computers may only be used for lawful purposes.

NETWORK ETIQUETTE:

Library patrons are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not use language which is vulgar, profane, obscene, offensive, abusive, sexually oriented, racial, threatening, inaccurate, defamatory, illegal, etc.
3. Do not reveal personal and private information (such as address, phone number, social security number, etc.) of other library patrons or staff.
4. Users should also remember that any materials they are viewing may be observed by others using the library, including young children.

CONSEQUENCES:

1. Failure to comply with Library policy will result in termination of Internet and/or Computer privileges.