

**SUNSHINE PUBLIC LIBRARY
PERSONAL COMPUTER, INTERNET &
ELECTRONIC INFORMATION ACCESS POLICY**

A. INTRODUCTION

1. The Sunshine Public Library provides access to computer workstations, the Internet and other electronic information resources as a means to enhance the information and learning opportunities available to patrons of the Library. The Sunshine City Council has established this Personal Computer, Internet and Electronic Information Access Policy to further this aim and ensure appropriate and effective use of these resources.
2. This Policy applies to all users of the Sunshine Public Library computers, Internet, networks and workstations. This Policy is subject to change without notice and at the Library's discretion. It is the responsibility of the user to read and accept the current version of the policy.

B. DISCLAIMER

1. The Internet is a global network of computers with no central organizational structure or control. It provides a gateway to millions of local, national and international sources of information. While the Internet generally provides access to a wealth of information that is valuable and enlightening, the user may find information that promotes fraud or that is controversial, offensive, disturbing, erroneous, unreliable, illegal, obscene or sexually explicit. It is the responsibility of the user to determine the appropriateness, accuracy and usefulness of the information accessed through the Internet. The provision of access to electronic information by the Library does not imply sponsorship or endorsement of the information.
2. As with access to other materials and services to the Library, any restriction of a minor's access to, or use of the Internet and other electronic resources is the responsibility of the minor's parents or legal guardians. Parents or guardians concerned about their child's use of the Internet are encouraged to read and share with their children publications and information regarding Internet safety including, but not necessarily limited to: "Internet Safety Tips for Kids", a publication from the National Center for Missing and Exploited children available on-line at www.missingkids.com; GetNetWise.com; Safekids.com Online Safety Quiz; Safeteens.com. Parents who are concerned about their children's use of electronic resources should provide guidance to their children.
3. The Library does not control information accessed through the Internet. Because the Internet is so dynamic, the Library is neither responsible for changes in content of sources to which it links nor for the content of sources accessed through secondary links.

4. The Library reserves the right to monitor and/or report activities as needed to maintain security and usability of the computer workstations and the Library systems to which they are connected. The use of the Internet and electronic mail is not guaranteed to be private; electronic transactions and files may become public. The Sunshine Public Library is not responsible for any damage, loss or liability that may occur as a result of disclosure of financial or other personal information over the Library's computer services.
5. Users should be aware the inappropriate use of electronic information resources can be a violation of local, state and federal laws and can lead to prosecution. Activity relating to or in support of illegal activities will be reported to the proper authorities. The user will be held responsible for his or her actions using the computer workstations, Internet and other electronic resources.
6. The Library is not responsible for any damage to a user's disk or computer, or any loss of data, damage or liability that may occur from use of the Library's workstations, Internet or other electronic resources.

C. USER GUIDELINES

1. Patrons who utilize the Sunshine Public Library's computer workstations and/or access the Internet and other electronic information services are responsible for using them in an ethical, legal and considerate manner. Users are expected to abide by these Policies.
2. Unacceptable use of the computer workstations, the Internet or other electronic information resources will result in suspension or revocation of use privileges. Examples of *prohibited* usage include, but are not limited to:
 - (a) Using Internet or computer workstations for any illegal purposes;
 - (b) Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment;
 - (c) Representing oneself as another person or using the Internet to transmit obscene, threatening or harassing materials;
 - (d) Viewing, displaying or printing explicit graphical images in violation of Texas Law including, but not limited to: Penal Code § 43.24, Sale, Distribution or Display of Harmful Material to Minor and Penal Code § 43.22 Obscene Display or Distribution;
 - (e) Damaging or destroying equipment, software, or data belonging to the Library or other users, including adding, altering or deleting files on Library workstations, hard drives, or other Library computer equipment;
 - (f) Violating computer system or network integrity, including attempts to bypass any network security function, obtain passwords, or alter the configuration of Library workstations in any way;
 - (g) Violating software licensing agreements;

- (h) Violating copyright laws. U.S. Copyright law (Title 17, U.S. Code) prohibits reproduction or distribution of copyrighted materials, except as permitted by principles of "fair use." Responsibility for any possible copyright infringement lies solely with the user. The Sunshine Public Library expressly disclaims any liability or responsibility resulting thereof;
- (i) Uploading, installing, setting up, running or executing any program or software on computer workstations or systems unless otherwise expressly authorized by the Library;
- (j) Incurring costs for/to the Library through use of the Internet or other electronic information resources;
- (k) Creating or distributing computer viruses over the Internet or Library networks; or
- (l) Utilizing the Library's computer workstations or systems to operate a business or engage in commercial activity such as the distribution of advertising.

D. CONDITIONS OF USE

To ensure that the Library's computer workstations, the Internet and other electronic resources are provided fairly and equitably, the following conditions of use shall apply:

- (a) All users must sign an Internet and Computer Workstation Agreement Form before using the Library's Internet or computer workstations;
- (b) Internet and computer workstations will be available during the Library's normal hours of operation until ten minutes prior to closing, except when periodic maintenance is being performed;
- (c) Usage is on a first-come, first-served basis;
- (d) The following time limits apply to individual sessions when all workstations are occupied: (1) thirty minutes for games and (2) two hours for school work, resumes, and like work;
- (e) If a printer is attached to a computer, information may be printed from the Internet for a per page charge of ten cents (\$.10) per page. Users are responsible for everything printed.
- (f) Users under the age of 17 years are required to have a parent or legal guardian sign a permission slip prior to using the Internet or other electronic resources;
- (g) Users under the age of 12 years must be accompanied by a parent or legal guardian at all times;
- (h) One user at a computer workstation at a time;
- (i) Noise level must be low;
- (j) No food or drinks are allowed at computer workstations;
- (k) No outside floppies, memory keys, or diskettes may be used on the Library's computers or other electronic resources. Information (but not software) may be copied from the Internet to diskettes purchased from the Library;
- (l) No power source will be supplied for laptops;
- (m) Valid library cards must be presented before utilizing a computer workstation or any electronic information resource;

- (n) Users listening to music or playing games must utilize earphones and volume may not be at a level audible to other Library patrons;
- (o) Any outstanding fines or dues must be paid before using the Library's computer workstations or other electronic resources;

E. STAFF ASSISTANCE

Due to the various skill levels and time constraints of Library scheduling, Internet trained staff may not always be available for personal assistance. Library staff cannot provide in-depth training on Internet computer usage or personal computer usage. Staff may, however, be able to use professionally acquired skills to provide suggestions and tips for searching.

F. SANCTIONS

Users who violate this Policy or refuse to comply with the conditions of use may be removed from the Library and may have their Library privileges suspended or revoked. The Librarian in charge has the authority to terminate a user's Internet session or usage of a computer workstation in accordance with these sanctions. This decision may be appealed to the Director.

G. RELEASE & HOLD HARMLESS

In consideration for the privilege of using the Sunshine Public Library and for having access to the information contained in it, I hereby release and hold harmless the City of Sunshine, its officers, agents, servants or employee, the Sunshine Public Library, its staff, volunteers, representatives or advisors, from any and all liability or responsibility for any and all claims or expenses arising either directly or indirectly from the use of the Library, whether or not caused, in whole or in part, by alleged negligence of the City of Sunshine, its officers, agents, servants, employees, volunteers, representatives or advisors.

Printed Name of User

Printed Name of User's Guardian
if user under age of 17

Signature

Signature

Date