

## MARTIN COUNTY LIBRARY SYSTEM

**TO:** ALL LIBRARY STAFF  
**FROM:** JENNIFER SALAS, LIBRARY DIRECTOR  
**PREPARED BY:** RIKI DONNELLY, ELECTRONIC RESOURCES COORDINATOR  
**SUBJECT:** PUBLIC EQUIPMENT AND INTERNET USE POLICY

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**EFFECTIVE DATE** 07/17/2003

<b><u>Revised</u></b>	05/20/2004	08/15/2007
	06/16/2005	10/01/2007
	07/19/2006	10/12/2017

### **PURPOSE:**

The purpose of this policy is to provide guidelines for public use of equipment and the Internet at all Martin County Library System locations.

### **AUTHORITY:**

Library Board of Trustees  
Library Director

### **POLICY:**

Martin County Library System provides access to computers, equipment, and the Internet as part of the Library's mission to create learning opportunities that improve communities. Equipment and Internet use is available to all visitors without charge. The Library assumes no responsibility for any damages, direct or indirect, arising from the connection to the Internet because public computers are neither private nor secure.

The Library uses a filter to block content that is identified as pornography. This filter is active for every public computer session obtained through our PCReservation system. In accordance with federal law, Library card holders 18 years and older will obtain an unfiltered Internet access session by simply requesting it at the staff desk. Obtaining an unfiltered session does not relieve the patron from abiding the rules of use. Filtering software does not block all materials users might find offensive.

Library staff will not monitor, control, or restrict anyone's access to equipment or the range of information available. Parents or designated guardians who wish to limit or restrict the access of their own children should personally oversee their use of the Internet and other forms of electronic information. Parents are encouraged to discuss the use of the Internet with their children in relation to their family values and boundaries and to monitor their children's use of the Internet at the Library. Minors who visit the Library without a parent or guardian are responsible for their own decisions and behaviors.

While using Library resources, users must comply with federal and state laws, Library rules and policies, and the terms of applicable contracts including software licenses. Examples of applicable laws and policies include the laws of libel, privacy, copyright, trademark, obscenity and child pornography, the Florida Computer Crimes Act, the Electronic Communications Privacy Act, and the Computer Fraud and Abuse Act that prohibits hacking and similar activities. Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those jurisdictions and the rules and policies of those other systems and networks. In addition to this specific policy, the following general guidelines are applicable to the use of all public-access equipment. Violation of the policies and regulations that govern the use of the Library's equipment and Internet resources may result in loss of the privilege to use these resources. Any illegal activity involving the Library's equipment or Internet resources will be reported and is subject to prosecution by the appropriate authorities.

All users of the equipment, including access to the Internet are expected to use Library resources in a responsible and courteous manner. Users must follow all equipment and Internet-related rules, regulations, and procedures established for their use.

Responsible use of the Internet at the Library includes:

- Using the Library's equipment or Internet resources for cultural, educational, recreational, and informational purposes.
- Respecting intellectual property rights by making only authorized copies of copyrighted or licensed works, software, or data.
- Respecting the privacy of others by not misrepresenting oneself as another user, by not attempting to modify or gain access to files, passwords, or data belonging to others.
- Not seeking unauthorized access to local or remote computers nor impairing nor damaging the operations of Library equipment or networks. This behavior includes blocking communication lines and running, installing, or sharing virus programs.
- Never damaging or altering the configuration of the Library equipment used to access the Internet.
- Not willfully attempting to circumvent data protection or other security measures.

**RELATED DOCUMENTS:**

EQUIPMENT AND INTERNET RULES OF USE

EQUIPMENT AND INTERNET PROCEDURE FOR STAFF

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Jennifer Salas, Library Director

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Library Board of Trustees

## **EQUIPMENT AND INTERNET RULES OF USE**

The Library uses a content filter to block content that is identified as pornography. This filter is active for every public computer session obtained through our PCReservation system. In accordance with federal law, Library card holders 18 years and older will obtain an unfiltered Internet access session by simply requesting it at the staff desk. Obtaining an unfiltered session does not relieve the patron from abiding the official rules of use. Filtering software does not block all materials users might find offensive.

***Users agree to the following guidelines:***

### **Express PCs**

Every location offers Express PCs intended for short-term use. These are available on a first come first serve basis, have a time limit of 15 minutes and do not require a Library card to sign up.

### **RESERVATIONS**

To reserve a computer, use your Library card to sign in at the automated **PC Reservation Station**. If you need assistance or have any questions, please ask a staff member.

### **Time Limited**

Different equipment has various time limits based on demand. Additional time will be added automatically if no one is waiting.

### **Wi-Fi Devices**

Many locations offer Wi-Fi enabled devices for public use. These devices do not require a reservation but we do ask that you be courteous to your fellow patrons when using these devices.

### **Printing**

Printing is available. Prices are defined in the schedule of fines, fees, and other user charges. You can pay for and pick up your prints at the automated Print Station. If you need assistance or have any questions, please ask a staff member.

### **Responsible Use**

- Using the Library's equipment or Internet resources for cultural, educational, recreational and informational purposes.
- Respecting intellectual property rights by making only authorized copies of copyrighted or licensed software or data residing on the Internet or Library network.
- Respecting the privacy of others by not misrepresenting oneself as another user, by not attempting to modify or gain access to files, passwords or data belonging to others.
- Not seeking unauthorized access to local or remote computers nor impairing nor damaging the operations of Martin County Library System computers or networks. This behavior includes blocking communication lines and running, installing or sharing virus programs.
- Never damaging or altering the configuration of the Library equipment used to access the Internet.
- Not willfully attempting to circumvent data protection or other security measures.

Martin County Library System reserves the right to:

- Terminate a computer session at any time.
- Deny use to anyone violating Library policy.
- Report all unlawful actions to law enforcement.

## EQUIPMENT AND INTERNET PROCEDURE FOR STAFF

1. Staff will be familiar with the Public Equipment and Internet Use Policy and the Patron Responsibility/Inappropriate Behavior.
2. In situations involving policy violation, the employee will progressively:
  - Observe the patron violating a policy or accept a report of it from staff or other patron, when possible, attempt to observe the violation first-hand.
  - In a discrete but firm manner, warn the patron that the particular behavior or action is in violation of Library policy and that he/she must cease immediately or be asked to discontinue use of the computer or equipment. As needed, show the appropriate section of the Public Equipment and Internet Use Policy or the Patron Responsibilities pamphlet to the patron.

<b>IN CASE OF POLICY VIOLATION</b>
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Whenever a clear warning fails to resolve the situation, the staff will, always:

- Tell the individual that his/her Library privileges are being suspended and give them the information on Library Board of Trustees meetings to appeal the suspension.
- Write an incident report describing the events.
- The user's account will be edited to reflect this: PROFILE NOPC/ ACCOUNT BARRED. No extended information should be added to the account.
- Upon receipt of the incident report, administration will send a letter to the user stating suspension of privilege and outlining the appeal procedure.
- Whenever a 3<sup>rd</sup> party's card is found to be used, that 3<sup>rd</sup> party's card will also be BARRED/NOPC'd. A COMMENT will be entered stating: "card disabled following 3<sup>rd</sup> party use DATE/INITIALS". An information letter will be sent to those users whose card was used explaining the situation and inviting them to have it replaced.

A TEMPLATE WILL BE USED FOR EACH TYPE OF LETTER.

If violation of policy involves a card holder under the age of 16, the parent or guardian on record will be notified as soon as possible (preferably by phone) and will be the one receiving all correspondence.