

# REDFIELD CARNEGIE LIBRARY COMPUTER USE POLICY

The Redfield Carnegie Library provides materials and information contributing to the community's education, recreation, and quality of life. This ensures that the people of the city of Redfield and surrounding areas have the right and means to free and open access to ideas and information which are fundamental to a democracy.

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. However, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal.

The Library cannot control material, which may be accessible from Internet sources. Individual users must accept responsibility for determining content of Internet resources.

The Library upholds and affirms the right of each individual to have access to constitutionally protected material. However, library users should not have any expectation of privacy while using the library computers. The Library also affirms the responsibility of parents or guardians to determine and monitor their children's use of Library materials and resources.

## Acceptable Uses

1. Users should respect the intellectual work and creativity of others.
2. Users should carefully evaluate information obtained through the Internet. The library does not guarantee the timeliness, accuracy, or usefulness of information obtained via the Internet. The library staff is available, time permitting, to assist in the use of resources.
3. Some information that can be found on the Internet is of a mature nature and may not be suitable for children. Children must be at least 12 years old to use library computers without a parent or guardian. It is understood that in the case of a minor, as with other library materials and services, the parents or guardians, not the library or its staff, are responsible for the information accessed on the Internet and the use their child makes of that information. Information that is displayed must be in compliance with the Children's Internet Protection Act.
4. The library expects its patrons to use its electronic resources, including, but not limited to, email, chat rooms, and games, in a responsible and ethical manner respecting the rights of others. Time, printing, and downloading limits may be enforced depending on volume of use or other conditions. Only library-provided software may be used on the library's computers. The library is not liable for any damage caused by use of the library's electronic resources.

5. Users should be sensitive to the public nature of shared facilities. Users viewing videos or listening to audio on public computers must use headphones or earbuds. The library can provide headphones for users to borrow temporarily.

### **Unacceptable Uses**

1. Engaging in activity that is illegal, deliberately offensive, or creates an intimidating or hostile environment constitutes unacceptable behavior. Using library equipment to access material that is obscene, features child pornography, or is harmful to minors is not permitted.

2. Library patrons shall not be allowed to use library equipment to print sexually explicit pictures and materials. Such actions by a patron shall subject the patron to losing privileges of using the library.

3. Users may not alter or attempt to alter the setup of library computers or copy, steal, or damage software or hardware owned by the library. All users are expected to use resources in a responsible and ethical manner. Users are liable for any damages caused by tampering with local or remote computers or by introducing viruses or computer programs or files through our system.

4. Users may not violate license agreements, copyrights, or intellectual property rights of the producers of computer software or resources. The library will not condone the infringement of the copyright laws.

5. Users may not consume food or drink while using the computers.

### **Enforcement**

Noncompliance with these policies or unauthorized use or abuse of library computers or licensed electronic resources is prohibited and is grounds for sanctions which can include suspension or loss of computing privileges. Furthermore, disrespect of library staff or equipment can result in immediate loss of computing privileges.