

PULASKI COUNTY PUBLIC LIBRARY SYSTEM
ACCEPTABLE INTERNET/COMPUTER USE POLICY

As part of its mission to provide a broad range of information in a variety of formats and technologies, the Pulaski County Public Library System provides access to the Internet. The Internet is defined as a global network comprised of information, multimedia resources and social networks representing a variety of viewpoints and perspectives. In fulfilling its role of Information Provider, the Pulaski County Public Library System enables library patrons and staff to retrieve information using the Library's computer network to access these global networks located on the Internet, explore thousands of libraries, available databases, bulletin boards and other resources while exchanging messages with people all around the world.

Pulaski County Public Library System does not control and cannot monitor the information available and accessed via the Internet; therefore, the Library System cannot be held responsible for its content. Pulaski County Library System does not provide access to the Internet for dissemination of child pornography or obscenity. The Library System cannot guarantee that information on the Internet is accurate, complete, current or confidential. If requested, Library Staff will assist patrons in conducting searches for information and offer guidance on evaluating sources and verifying information accessed on the Internet. Library Patrons are encouraged to be critical consumers and to evaluate information carefully.

Pulaski County Library System complies with the Filtering Act (H2197 and S1393) that was amended to the State Code of Virginia 42.1-36.1 and the Child Internet Protection Act (Federal Act—CIPA) to filter all public access computers to allow safe access to the Internet by patrons and particularly to prevent minors from viewing obscene matter, sexually-explicit matter harmful to minors or other matter inappropriate for minors. If a patron is doing legitimate research and finds a site blocked, under the Virginia law, he/she may ask for the site to be unblocked after an evaluation of the requested site by Library Administration.

ACCESS AND USE:

1. Anyone who has a valid Pulaski County Public Library System patron card or shows a valid picture identification if a non-resident of Pulaski County may check out the use of a computer with Internet access in whichever library branch they are using. Use is available on a first-come, first-served basis. The Pulaski County Library System reserves the right to set the number of Internet sessions a patron may have per day and to set a time limit for patrons' sessions with library owned public access computers. Patrons are to use the computer for up to one (1) hour per checkout and may renew the computer for up to one (1) additional hour if needed provided no one is waiting to use a computer. If patrons are doing extensive research, they may request additional computer time to complete a bona fide assignment or research project or job seekers with a verified need to complete a job application or resume may request additional time. Patrons are asked to be considerate of others when using the computers.

Pulaski County Public Library System reserves the right to limit, restrict or extend computer privileges of patrons and their access to the available information resources in the Public Library System.

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Pulaski County Public Library System has unfiltered and filtered computers available for use as designated by the Library Board of Trustees.

Patrons should not store information or files on library public access computers as these files are not considered private.

2. While Pulaski County Library Systems uses filtering software that attempts to prevent Internet use on sites that may be inappropriate or harmful for viewing by minors, the **Parents/Legal Guardians must assume responsibility for Internet use by their child (ren) as Library System and Staff cannot act *in loco parentis*. Only parents can restrict services and materials to their child (ren) and only for their child (ren)**. The Library System will make available to parents information related to the safe Internet practices for children.

Library Patrons under the age of eighteen (18) must have a parent's/legal guardian's signature of permission (see Child Internet/Computer Permission section on the Borrower Registration Form) to use the Library's computers especially when not accompanied in the Library by parent/legal guardian. When a parent/legal guardian accompanies his/her child (ren) to the Public Library System to use a computer with Internet access, the parent/legal guardian determines whether his/her child (ren) has/have unfiltered or filtered use of computers.

Children under the age of eight (8) may use the ***Internet only under the direct supervision of a parent/legal guardian***. Children between the ages of eight (8) to twelve (12) will use the designated youth computers if unaccompanied by a parent/legal guardian and who has parental written permission on file. Youth between the ages of twelve (12) to eighteen (18) will use the computers designated for teens or for research/homework if unaccompanied by a parent/legal guardian and who has parental written permission on file.

3. Patrons may print information located on electronic databases and the Internet at the current fee charged for a page for black/white printing or for color printing.

A stand-alone computer will be available for patron use to do word processing/spreadsheets from their own removable media (floppy disks, flash/thumb drive, data CD-ROMS). Floppy disks may be available for purchase at the Circulation Desk at the current fee which the disk then may be used in any public library computer. Continued use of the desk by the patron in the Library entails the disk being kept on file for that particular patron at the Circulation Desk. Disks purchased in the Library and the patron takes it away from the Library cannot be reused in the public library computers in order to safeguard the computers and the library network from viruses and/or malicious content. **The Public Library System is not responsible for disks or for incorrect downloading of files. The Public Library System is not responsible for any damages that may occur to disks as a result of electrical malfunctions, power surges, computer viruses, etc.** Printing is available from the stand-alone computer/printer. Printing will be available at current fee. Computer paper will be available from the Circulation or Information desks.

4. **The Pulaski County Library System provides access to the Internet via a wireless network (WiFi) for patrons to use with their own personal laptops/notebooks and other mobile devices. Patrons need to be aware that they may encounter some "dead" spots when using their laptops where wireless reception may be limited which may require moving to a different location within the library. By choosing to use this free wireless connection, a**

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patron agrees to abide by the Pulaski County Library System's Acceptable Computer/Internet Use Policy that states the responsibilities for using the access.

The Wireless access provided by the Library System is unsecured. Any anti-virus, security and privacy protection will be the responsibility of the patron when using his/her personal laptop/notebook or other mobile device.

The Library Staff is not able to provide technical assistance related to a patron's wireless devices or assist in making changes to the devices' settings, software and/or hardware configurations or to install any equipment, accessories or software onto the patron's devices.

The Library System assumes no responsibility for any theft, damage or misuse of the patron's mobile equipment or for the configurations, security or data files of the patron's laptop/notebook or other wireless device resulting from the connection to the Pulaski County Library System's wireless access.

Printing is not available via the Library's Wireless service unless the patron has his/her own portable printing device. Computer paper will be available from the Circulation or Information desks for the number of pages needed at the current fee for black/white printing.

Failure to comply with the Pulaski County Library System's policies on the wireless Internet access or misuse of the Library System's networks or public access computers including the patron's personal laptop/notebook or other mobile devices connected to the Pulaski County Library System wireless network may result in the loss of computer privileges, potential loss of other library privileges and possible prosecution.

PATRON RESPONSIBILITIES:

Non-compliance with the Public Library System's policy and guidelines for computer/Internet use may result in denial of access to Public Library computers.

By checking out a computer at the Pulaski County Public Library System or using the Library System's wireless network as a point of access to the Internet, a Library Patron agrees to abide by the terms of the Public Library System's Acceptable Internet/Computer Use Policy and by the terms of related computer/Internet procedures of the Public Library System.

RIGHTS OF PATRONS:

The Standards of Intellectual Freedom and Confidentiality endorsed by the American Library Association (ALA) and the Pulaski County Public Library Board of Trustees for traditional library media shall apply to all electronic media including the Internet.

The Library Staff will treat the contents of electronic files as private and confidential just as other library files. Applicable Federal, State or local laws as well as Pulaski County Public Library System policies will govern any inspection of electronic files and any action based upon such inspections.

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ILLEGAL USE:

The users of the Public Library computers as well as the Public Library System are bound by local, State and Federal laws relating to copyright, security, obscenity, pornography and other statutes regarding electronic media. Violations of the law will be reported to the appropriate law enforcement authorities. (US Code, Title 17)

Illegal use, misuse or unauthorized use by Patrons of the Pulaski County Public Library System computers, facilities and information resources may result in permanent revocation of library privileges.

Illegal use of computers that violate Federal, State or local laws include but are not limited by the following:

- Use of any Pulaski County Public Library System's computers to "crack" or "hack" into the Library System's network or any other network system.
- Use of a Pulaski County Public Library System computer or wireless network for illegal or criminal purposes or intent that violate Federal, State or local laws or statutes.
- Using Internet access at the Pulaski County Public Library System via public access computers or the Library System's wireless access for sending or retrieving pornographic or obscene materials as define by law (Virginia Code 18.2-374.1 [Child Pornography], Virginia Code 18.2-372-18.2-374 [Obscene Materials], Virginia Code 18.2-377 [Obscene Materials] or inappropriate text files or any files dangerous to the integrity of the Public Library System's network.
- Sending or receiving copyrighted materials through Internet access without permission. (US Code, Title 17).
- Placing unlawful information on the Internet using the Public Library System's computers. (Code of Virginia 42.1-36.1 [Technology Protection Measures]).
- Installing, downloading or using any unauthorized (personal) software on Public Library-owned computers.
- Deliberately crashing any Pulaski County Public Library System's computers.
- Vandalizing or any other malicious attempt to harm or destroy data of other users on the Internet such as creating or downloading computer viruses.
- Any other activity expressly prohibited in the Computer/Internet procedures of the Pulaski County Public Library System.

UNACCEPTABLE USE:

Any misuse or unauthorized use by Library Patrons of the Pulaski County Public Library System's computers and the Internet or its wireless network that may be deemed unacceptable may result in the loss of computer/Internet privileges at the discretion of the Library Director and/or Library Board of Trustees. A patron who misuses a public accessed computer in the Pulaski County Library System will receive a written warning for the first offense and the Acceptable Use Policy will again be reviewed with the patron. For the second offense, there will be a two-week loss of computer privileges. For the third offense, a month loss of computer privileges will be administered and for the fourth offense, a two-month loss of computer privileges. If there is a fifth offense, the Library Director and/or Library Board will address the issue with the patron.

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The following, though the list is not comprehensive, are unacceptable uses of the Pulaski County Public Library System's computers:

- Using impolite, abusive or otherwise objectionable language in either public or private messages.
- Sending inappropriate messages that are likely to result in the loss of a recipient's work or consuming excessive amounts of the network's space; sending inappropriate messages which would cause congestion of the Internet and would likewise interfere with the work of others.
- Saving or copying files on the hard drives of the Public Library System's computers.
- Copying, installing, using software packages not provided by the Public Library System.
- Using the Internet for political lobbying or commercial purposes for profit.
- Attempting to gain access to or reading or attempting to read another person's electronic mail and files or those of the Pulaski County Public Library System.
- Changing any computer files that belong to other persons or those of the Pulaski County Public Library System.
- Tampering with or reconfiguring the Public Library System's computer equipment, software or data.
- Circumventing security measures on the Public Library System's or remote computers and networks.

Attachment: Unacceptable Computer Use Warning Notice:

**Pulaski County Library System
Unacceptable Computer Use Warning Notice**

Charles & Ona B. Free
Memorial Library
300 Giles Avenue
Dublin, VA 24084
674-2856

Pulaski Public Library
60 West Third Street
Pulaski, VA 24301
980-7770

_____ has used the Pulaski Public Library System's computers in an unacceptable manner.

Explanation: _____

Further misuse of library computers/Internet will result in the following actions:

2nd offense – 2 weeks loss of computer privileges

3rd offense – 1 month loss of computer privileges

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4th offense – 2 month loss of library privileges; offender may not enter either Pulaski Public Library or Charles & Ona B. Free Memorial Library
5th offense – addressed on an individual basis by the library director and/or the library board

Signature of library employee

Signature of patron receiving warning

Date

Attached: Copy of Library Acceptable Use of Computers/Internet Policy
c: mailed to parents of juvenile offenders
Library Circulation File

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