

CHICKASHA PUBLIC LIBRARY
Computer/Internet Policy
April, 2016

POLICY

The Chickasha Public Library provides access to a broad range of information resources, including public use of computers with internet access and wi-fi service for customers who bring their own laptops to the Library. This service is made available as part of the Library's mission to offer a broad program of informational, educational, recreational, and cultural enrichment opportunities for customers of all ages and backgrounds. In addition, the Library provides computers for word processing.

Due to the proliferation of social network sites, including their use by schools and churches, the Library will not restrict access to social network sites.

No person may use the Library's computers to perform any illegal act. If staff becomes aware of illegal viewing of child pornography, either on a Library or customer's computer, it will be reported to the Chickasha Police Department.

No one may view graphic pornography. The *Oklahoma Statutes*, O. S. 21 §1040.76, prohibit displaying material which is harmful to minors in such a way that minors, as a part of the invited general public, will be exposed to view such material.

The Library staff cannot monitor all of the information accessed through the Internet, and cannot be held responsible for it. All Library computers have a blocking filter installed, but such filters are not foolproof. The Library's wireless access is filtered, but ultimate responsibility for sites viewed rests with the user. The Chickasha Public Library is not responsible for damages, indirect or direct, arising from a patron's reliance on, citation of, or other usage of internet resources. Unwise use of the internet, such as supplying personal information, may result in harm. Customers can download documents and attachments to a USB drive that they provide. Our computers do not accept floppy disk/diskettes. Our computers can read DCs, but they cannot burn to a CD. The library assumes no responsibility for damage to a USB drive or data that may occur from use of our workstations.

If an adult, defined in CIPA as aged 17 and above, requests that the filter be turned off for an Internet session, staff will do this as required by law. The filter will be turned back on for the next user by the staff.

As with printed information, not all of the information on the Internet is accurate, complete, or current. Users should evaluate Internet sources just as they do printed publications, questioning the validity of the information.

To fully protect the privacy rights of all users, no records of the times at which persons used Internet terminals will be maintained.

COMPUTER USE RULES FOR CHILDREN AND TEENS

For the safety of children, and to abide by federal law, all of the public access computers are filtered. The filters in the Children's and Teen Areas are never turned off. All children must sign in with the Library staff before using a computer. Adults and teens with a valid Chickasha Public Library card can sign in themselves at the sign-in computer. Guests who do not have a Chickasha Public Library card may request a guest pass at the Circulation desk.

Parents and guardians of minor children are responsible for their children's use of the Internet through the Library's connection. The Chickasha Public Library Board of Trustees has adopted the American Library Association's Library Bill of Rights which states that "...a person's right to use a library should not be abridged because of origin, age, background, or views." [Materials Selection Policy, Adopted January 2015]

Children 12 years and younger who want to access the Internet must:

1. Use the terminals in the Children's Area.
2. Sign up with a staff member for a 30-minute session of computer use per day.
3. Children are encouraged to go to the sites that have been selected especially for children and that are bookmarked.

Teens 13 to 17 years old who want to access the Internet must:

1. Use the terminals in the Teen area if a terminal is available or the adult area.
2. Sign up for a one-hour session of Internet computer use per day.

COMPUTER USE RULES FOR ADULTS

Persons 18 and older must:

1. Use the terminals in the adult area only.
2. Sign up for a one hour session of Internet computer use per day at the reservation station.

Users may make printed copies from any workstation. The costs are 15¢ for black and white and \$1.00 for color.

Wireless users may plug-in their computers using outlets provided in various locations or in the Library's Board Room or Meeting Room if available. No other electrical outlets may be used. For safety reasons cords may not be extended across walkways.

Adults, teens, and children using laptops to access the wi-fi service must sit in the designated age-appropriate areas.

Customers who do not abide by this policy will lose their Internet access privileges.

STAFF ASSISTANCE

When a customer wishes to access the wi-fi service, he is responsible for configuring his computer. Staff will provide the appropriate setting, but will not configure or troubleshoot any customer's computer.

Termination of User Access:

When library staff believes that a patron has violated library policy any staff member is authorized to take the following steps:

1. The staff will warn the patron of the violation and give the patron a chance to correct the problem.
2. If the patron does not attempt to comply in a reasonable amount of time or violates policy again, the staff member is authorized to terminate the user's access session and prohibit access for up to two weeks from the date of violation.
3. If the patron still does not comply, the staff can ban the patron permanently from computer access.

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