

Internet Policies and Guidelines

The Wayne Public Library provides its users with access to sources of information in an atmosphere that encourages information sharing and access to a rich collection of services. The Library subscribes to and supports the Library Bill of Rights and its interpretations, particularly the Access to Electronic Information Services and Resources: An Interpretation of the Library Bill of Rights which is included as an addendum to this Policy.

Disclaimer

Library patrons using the equipment and facilities of the Wayne Public Library to access the Internet and its available resources are cautioned that the networked information available via this service is not generated by the Library or its Internet provider.

Information available through this service is not warranted by the Library to be accurate, authoritative, factual, or complete. The availability of networked information via this service does not constitute any endorsement or ratification of that information. The Library is not responsible for the content of networked information via this service. The use of this service to engage in any activity which constitutes violation of local, state, and/or federal laws is strictly prohibited.

All users of this service agree to hold the Library harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly relating to this service and/or the networked information available via this service, caused thereby or arising there from. In no event shall the Library have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if the Library is so advised of the possibility of such damages.

Access to the Internet

Filtering

The library board approved and adopted the use of *Open DNS Enterprise* as the filtering solution for the library. This option is within the library budget and provides minimal filtering while remaining compliant with the Children's Internet Protection Act. Patrons need to bear in mind that filters have inherent imperfections which makes it impossible to identify and filter every objectionable site.

Children and the Internet

The library does not have the right or responsibility to act as a substitute parent. When parents or caregivers use the Internet while in the library and bring young children, said parent or caregiver must provide proper supervision. In the event that a child is left unsupervised for extended lengths of time, Internet access for the supervising adult will be revoked.

Supervision or restriction of a child's access to the Internet is primarily the responsibility of the child's parent or legal guardian. For more information on children and the Internet, please request a copy of "Child Safety on the Information Highway" produced by the National Center for Missing and Exploited Children and the Interactive Services Association. Copies can be downloaded from their website.

The Board of the Wayne Public Library subscribes to the principles set forth in: "Guidelines and Considerations for Developing a Public Library Internet Use Policy," published by the American Library Association.

The Library's Responsibility

The library staff shall take appropriate steps to avoid problems with minors' access to inappropriate sites on *the* internet. These include placement of Internet terminals and monitors in such a way so as to discourage use of potentially embarrassing sites and the posting at each Internet terminal of the Board's "Guidelines for Internet Use" incorporating the "Acceptable Use" and "Unacceptable Use" portions of these policies. While the staff is not to be considered or used as "traffic cops" nor to act in loco parentis they shall make all reasonable efforts, within the course of their other duties, to monitor activity at the Internet terminals and shall

have the authority to deny use of Internet terminals when they see that users, either children or adults, are accessing obviously obscene, sexually explicit, or other inappropriate sites.

Conditions for Use

Use of the Internet at the Wayne Public Library shall be guided by the following principles:

- Attention to the legal protection provided by copyright and data
- Consideration for the integrity of computing systems; for example, users shall not execute programs that harass other users or infiltrate a computer or computing system, or damage or alter the software components of this or other computing systems.
- Users shall abide by the "Guidelines for Use of the Internet at the Wayne Public Library," included below.
- The Wayne Public Library shall not be held responsible for damage – including viruses – to personal storage devices.
- The Wayne Public Library shall not be held responsible for, nor does it guarantee the accuracy of, information gathered from internet sites and accepts no responsibility for inaccurate or incorrect information.
- The Wayne Public Library shall not create nor maintain user e-mail accounts.
- Non-resident use of internet terminals is limited to a total of 60 minutes per day. Residents of Wayne may use the Internet computers for a total of 120 minutes or 2 hours a day.
- Library staff shall not assist patrons in retrieving personal information about individuals such as addresses, social security numbers, etc. Patrons must conduct such searches on their own. The Wayne Public Library shall not be responsible for any personal information thus retrieved.

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The following shall be considered unacceptable

- Use of the Internet at the Wayne Public Library for any purposes which violate U.S. or state laws, to transmit threatening, obscene, or harassing materials, or to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
- Users representing themselves as another person.
- Malicious uses.
- Use of the Internet at the Wayne Public Library in a manner that precludes or hampers its use by others.
- Use of the Internet for private business operations.
- Advertising, chain letters, hacking (breaking into or out of any system), spreading viruses and/or any other practice that interferes with fair and public use of the Internet at the Wayne Public Library and its users are not acceptable.
- Accessing and / or displaying photos or graphics from obscene or inappropriate sites.

- Use of electronic gaming, betting, and wagering transactions.
- Installing personal software or electronic documents onto the library's computers.
- Installing software or electronic documents from the Internet onto library computers.

The consequences for violation of any unacceptable use as determined by library staff are:

First violation - one month suspended Internet use.

Second violation - six month suspended Internet use.

Third violation - Internet privileges banned for indefinite amount of time.

Additional penalties may include suspending or revoking library privileges, and civil or criminal charges if warranted.

Costs

- The Wayne Public Library provides Internet access to its users at no charge when used at the Library.
- Costs for prints will be established by the Library administration with the approval of the Board.
- The Wayne Public Library provides free wireless Internet access.

Wayne Public Library

Guidelines for Acceptable Use of the Internet

- Internet computers are available for information-gathering purposes only.
- Electronic gaming, betting, and wagering transactions are prohibited.
- The Wayne Public Library cannot guarantee the accuracy of information gathered from the Internet and accepts no responsibility for inaccurate or incorrect information.
- Accessing and/or displaying photos or graphics from obscene or sexually explicit sites are prohibited.
- The Staff of the Wayne Public Library cannot provide in-depth training on the Internet. Staff may, however, offer searching suggestions and answer questions. Because of library scheduling staff may not always be available.
- Patrons must have a valid library card and PIN to use the Internet. If a library card is forgotten or missing, visitors may purchase a temporary pass for \$1.00. There is a 30-minute limit for use after which the user must relinquish the terminal to the next user. If no one is waiting the user may sign up for an additional 30-minute period. Maximum use by non-resident is 60 minutes per day; Wayne residents 120 minutes per day.
- Users are prohibited from installing software or electronic documents from the Internet onto Library computers.
- Users are requested not to leave "Bookmarks" on the Library computers. All Bookmarks will be deleted.
- The Library cannot be held liable for damages – including viruses – to personal data disks and equipment.
- There will be a cost for each page printed.
- The Library will not create nor maintain user e-mail (electronic mail) accounts.
- Use of the Internet at the Wayne Public Library is for legal purposes only. Illegal uses, including software piracy, are not permitted.

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First violation - one month suspended Internet use. Second violation - six month suspended Internet use.
Third violation - Internet privileges banned for an indefinite amount of time. Additional penalties may include suspending or revoking library privileges, and civil or criminal charges if warranted.

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