



WEST PLAINS PUBLIC LIBRARY

Internet Use Policy

POLICY FOR USING COMPUTERS AND THE INTERNET.

The mission of the West Plains Public Library (WPPL) in making computer access available to its patrons is to promote public understanding and awareness of electronic information resources.

All users of the WPPL computers are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided, and to follow the rules and regulations of the WPPL.

Library staff will show patrons how to access the program they wish to use, and how to access any online Help. Other than this, users must assume responsibility for learning to use the computer and software. Library staff cannot provide personal tutoring.

Access to the WPPL computers is a privilege extended to its patrons. Misuse or abuse of the library computers, which are the property of the City of West Plains, can result in legal action pursuant to West Plains Municipal code (Sec. 21-67, [a] and [c]), which can include the recovery costs incurred for the repair of the system, and other restitution. The Library Director may withdraw, for a temporary or permanent time, the use of electronic resources when abuse is documented.

INTERNET USE

The WPPL Internet access is provided by the Missouri Research and Education Network (MOREnet) housed on the campus of the University of Missouri-Columbia. All Internet use at the WPPL must comply with the MOREnet acceptable use policy.

The WPPL is compliant with the federal Neighborhood Children's Internet Protection Act (NCIPA). This act requires that libraries which receive E-rate discounts create policies and procedures to provide a safe environment for children. Because this library receives federal funding for public Internet access, software has been installed on all public access computers for purposes of filtering, security and tracking. Under the law, the library can disable Internet usage for adults for "bona fide research or other lawful purpose."

The Internet is an unregulated, global medium. Many sites may access material that may be offensive or illegal. The library does not monitor or control the content of information found on the Internet, and

cannot be held responsible for the content found on any site. Not all information is accurate, complete or up-to-date.

Computer users (16 and older) **must** use computers in the Adult Computer Area or Lab. Children 8 and older can use a computer in the Adult Computer Area or Lab if sitting with a parent, guardian or other adult. Computer use by patrons in the Adult Computer Area or Lab is limited to a total of 2 hours per day. If no one is waiting, the time limit may be suspended. Children ages 7 and under will not be allowed in the Adult Computer Area. An adult with a child age 7 or under **must** use a computer in the Children's Department. Computer use by patrons in the Children's Department is limited to a total of 2 hours per day, one hour at a time.

- All computer users must have a valid library card, in good standing, which complies with the WPPL Borrower's Policy.
- Out-of town visitors will be issued a temporary card for Internet access.

Visitors must present a driver's license or other photo ID to obtain a temporary card.

- All patrons must indicate their acceptance of the WPPL acceptable use policy each time they logon to a public access computer.
- It is the user's responsibility to determine the legality and ethics of copying and using data and software found on the Internet. These resources may be used by any library patron for educational, informational, and recreational purposes only. They may not be used for unauthorized, illegal or unethical purposes.
- Users must respect the privacy of others by:
 1. not misrepresenting themselves as another user.
 2. not attempting to modify or gain access to files, passwords, or data belonging to others.
 3. not seeking unauthorized access to any computer system;
 4. not damaging or altering equipment or software components of any network or database.
- Users may not send, receive, or display graphics which are indecent or may be reasonably considered as patently offensive.
- Users may not copy copyright-protected material.
- The library assumes no responsibility for the use of the Internet by children.

It is the responsibility of the parent, guardian or other adult to ensure that the child both follows the rules of use and does not access information which the parent feels is inappropriate for the child.

- WPPL is not responsible for down time of the system due to disabled phone lines, software or hardware problems, or power outages.
- Users must be aware that access to all Internet sites may not be available. Some sites require affiliation with a particular organization; some sites host computers may have limited space available and be full. WPPL can take no responsibility for these conditions.

No personal files may be saved on the library's equipment. Users may bring in their own portable storage devices for use on the library's computers. Devices **must** be scanned for viruses by library personnel before use. Data may be printed on the library's printers at the cost of \$.20 per page for black ink and \$.50 per page for colored ink.