

# BARTHOLOMEW COUNTY PUBLIC LIBRARY

## POLICY FOR INTERNET USE

- A. Internet computers are available for all library users.
  - 1. Adults and teens use the Internet computers in the Adult Reference area of the main library. No one under the age of 13 may use these computer terminals.
  - 2. Children 12 years of age or under use the Internet computers in the Children's Area of the main library.
  - 3. Computers for Internet access are available for all adults, teens, and children at Hope Branch Library.
  - 4. Parents and guardians are encouraged to be present when their children are using computers.
  
- B. Users are required to sign in before using computers.
  - 1. A resident of Bartholomew County should use his/her borrower card to sign in.
  - 2. A non-resident of Bartholomew County can receive a free guest pass that entitles he/she to the same privileges and restrictions as residents.
  - 3. Reservations are made on a first come/first served basis. Users can make a same-day reservation for an upcoming hour in person.
  - 4. Reservation for computer time cannot be made by telephone.
  
- C. Library staff use their discretion in setting time limits on Internet use. Normal limits are:
  - 1. Adult Reference and Hope Branch Library:
    - a. A 60-minute session is allowed on all computers.
    - b. An automatic 30-minute extension may be granted if no one else is waiting.
    - c. A user is allowed 2 sessions per day.
    - d. Limits can be extended if no one else is waiting to use the computer.
  - 2. Children's Services:
    - a. A 30-minute session is allowed on all computers.
    - b. An automatic 30-minute extension will be granted if no one else is waiting.
    - c. A user is allowed 2 sessions per day.
    - d. Limits can be extended if no one else is waiting to use the computer.
  
- D. Users must obey the following rules of searching:
  - 1. Web-based e-mail and web page building are allowed.
  - 2. Computer settings and configurations must not be changed.
  - 3. The user cannot bring in "foreign" software for use on the computer.
  - 4. Documents cannot be stored in the computer hard drive for later use.
  - 5. Illegal actions while using the computers will not be tolerated.
    - a. The user cannot delete or modify Internet pages.
    - b. The Internet cannot be used to harass others.
    - c. Intentional disruption and/or illegal monitoring of electronic communications is forbidden.
    - d. Unauthorized access (hacking) of any web site is forbidden.
    - e. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is forbidden.
  - 6. Copyrighted material can be downloaded and printed for legal purposes but not for resale or other distribution.

- D. 7. The user cannot receive or transmit inappropriate material in violation of federal, state, or local regulations. Included are:
  - a. profanity
  - b. sexually explicit material
  - c. expressions of bigotry, racism, and violence
  - d. gambling
  - e. illegally obtained information on the manufacture of drugs, weapons, bombs.
  
- E. Access to web sites is controlled by a filtering system that disallows access to Internet sites described in D.7 of this policy.
  - 1. Access by users including minors to inappropriate matter on the Internet and World Wide Web is disallowed by the filter system.
  - 2. Access by users including minors to chat rooms, and other forms of direct electronic communications is disallowed by the filter system.
  - 3. Access by users including minors to electronic mail (e-mail) is available only if the user maintains an e-mail account hosted by an Internet Service Provider or a web-based e-mail site. For safety and security, parents are asked to be aware of e-mail accounts obtained by their children.
  - 4. Access to materials that are designated "harmful to minors" by any law or regulation affecting the library will be disallowed by the filter system.
  - 5. The library has taken all necessary precautions to obtain a workable and equitable filter system. The library cannot be held at fault for any failure of the filtering software.
  
- F. The Main Library provides wireless access to the Internet for users who bring their own computers and Internet-accessible devices to the library.
  - 1. Wireless users must adhere to the "Policy for Internet Use".
  - 2. Wireless users will be affected by the library's filter system.
  
- G. The library provides printing capability for persons using library-owned computers.
  - 1. The library sets the cost per page for copies.
  - 2. Payment for copies must be made before print outs are produced.
  
- H. The library, via the Bartholomew County Library Associates, can sell media devices (CD-R discs, USB drives) and other peripherals (headphones) to users.
  - 1. The cost of items is set by the library.
  
- I. The library cannot be responsible for any user's disc or other software that is left in a computer or anywhere at the library.
  
- J. The library cannot be responsible for computer malfunctions, printer problems, Internet site downtime, or delays in transmission from a remote site.
  
- K. The library claims no verification of information obtained through the Internet.
  
- L. The library retains the right to deny Internet access to any person who disregards this use policy.