

WASHINGTON COUNTY PUBLIC LIBRARY INTERNET AND COMPUTER USE POLICY

Mission Statement

The Washington County-Jonesborough Library and its Gray Branch provide access to computer and Internet facilities as aids to learning and communication. These facilities allow patrons' access to resources available solely on the Internet or unavailable to the Library by other means. It is the intention of the Library to provide these services in a secure and healthy environment and in a fair and ethical manner. All patrons intending to use the computer and Internet facilities must read and acknowledge their agreement with this policy.

1. Use of the library's computer public access stations constitutes agreement with the library's Internet and Computer Use Policy.
2. The library allows all patrons, regardless of age or residency to access the computer while in the library. Patrons of all ages may use library computers for the purpose as defined in State and Federal statutes.
3. Parents of minors (age 17 and younger) who do not wish their minors to use the computer at the library, or use it only with adult supervision, must enforce this with their minor children. (Library staff is not responsible for monitoring Internet use by minors.).
4. Filtering software is being used on all library computer stations where patrons and staff can access the Internet. No filter is 100 % effective nor can filters prevent access to ALL undesirable images or text on the Internet. The best and most reliable filter for a minor is still the presence of a parent or guardian.
5. Access to the library's computer network and Internet is a privilege that can be revoked if abused.
6. Privacy is not available to Internet and/or computer station users in the library. While the library does not monitor ordinary, lawful computer and Internet use, warning systems are in place that will notify staff when policies are violated. Evidence of illegal activity may be turned over to the legal authorities when subpoenaed.

In addition, electronic communication carried on via library computer stations should not be considered confidential. Users of electronic mail systems should be aware that electronic mail in its present form cannot be secured and is, therefore, extremely vulnerable to unauthorized access and modification.

The Library is not responsible for the privacy and security of information given to any sites or organizations found through links on its website.

7. Portable USB drives and CDs may be used in some library computers. If a customer does not have one of these portable media, some media formats may be available for purchase from the library.
8. Printing is available at a small cost. Printouts can be picked up at the front desk from a staff member. Patrons are responsible for paying for all printed pages. Patrons are also responsible for following “fair use” guidelines in copyright laws. See also the section on Copyright Laws.
9. Library staff can provide limited assistance in using computer resources. Library staff cannot provide in-depth training concerning the Internet or other computer software programs. We will however, be glad to assist you in offering searching or other suggestions. Due to the constantly changing and expanding nature of the technology, staff members may not be familiar with every aspect of the Internet or other software.
10. Time limits for computer access – Initial use of a computer access station is for one block of time and will be on a first come, first served basis. Additional use by an individual will be allowed based on availability and when no other person is waiting. If during a patron’s second and subsequent block of computer time a person comes in, who has not used the computers, to use the computers and none is available, the first patron will be asked to relinquish access to their workstation. Those who have had the most computer time will be asked to leave first.
11. To promote equitable access to computer resources, Washington County Library – Jonesborough and Gray – utilizes time management software. To access the library’s public access computers, an individual must use his or her own library barcode card number or drivers license card. Individuals who allow others to use their access numbers risk losing computer privileges particularly should their numbers be used inappropriately.
12. All users are expected to use library resources, including the Internet, in a responsible and courteous manner, consistent with educational and informational purposes for which the resources are provided. All library users must abide by the conduct and Internet rules and procedures. Violations may result in the loss of Internet use and/or library privileges. Electronic communication carried on via library computer station should not be considered confidential.

Unacceptable Use

At the discretion of the library management, Internet and computer privileges may be revoked. Terms of any revocation of use by a patron will be set by library management but may be communicated by either library management or staff.

Violations that result in revocation of privileges may include, but not be limited to:

- The library prohibits the use of its computers in profit-making activity of any kind. This includes share trading, Ebay auctions and other activities of this type.
- Transmission, display, preparation, copying or creation of materials that are obscene, pornographic or harmful to minors is strictly forbidden. The Children's Internet Protection Act (CIPA) and sections 1460 and 2256 of title 18 US Code define such materials. Any patron attempting or engaging in such activity on a library computer will be stripped of library privileges.
- Using the library computer access stations to make unauthorized entry to any other machine accessible via the Internet. Users may not use the network to make unauthorized entry or hack into other conversational, informational, or communication services or resources. Users may not invade the privacy of others or engage in any activity that is harassing, defamatory or threatening; or receive or display text or graphics which may reasonably be construed as obscene as defined by law.
- Using another person's library barcode or driver's license or permitting another person to use his or her barcode number to access the computer network or Internet is not permitted. Any patron who allows another patron to use their personal barcode or driver's license number will be held responsible if the other patron violates any of the Computer and Internet Use Policy. This may include having some or all privileges revoked for both patrons.
- Library computer users may not attempt to alter or damage computers hardware or software. Users may not attempt to reconfigure systems or software or in any way interfere with the system set up.

Damage includes worms, viruses, Trojan horse programs, etc. Software programs must not be installed or run from any diskette drive or downloaded. **The library does not allow the use of external software programs.**

Library equipment may not be unplugged, moved, removed or otherwise modified. Physical abuse of the hardware is prohibited including, but not limited to, pulling on cords, disconnecting equipment, striking equipment, straining connections, etc.

Violations of the library policies described in this document will be dealt with in a serious and appropriate manner. Illegal acts involving library computing resources may also be subject to prosecution by local, state, or federal authorities.

The library board reserves the right to amend this policy at any time without notice. Further, the Board delegates the right to library staff to inspect or observe the use made of library equipment, software and other resources for purposes of enforcement of this policy.

Washington County-Jonesborough Library assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury incurred as a result of using library computing resources. This includes damage or injury sustained from invasions of the user's privacy.

Computer Usage by Minors

All parents/ guardians are solely responsible for the monitoring and supervision of their accompanying minors; this includes access to the Internet and its resources.

A minor in this case is any person under 18 years of age at time of use or intended use *or as defined under federal law.*

It is strongly recommend that minors not give private information about themselves or others, including names, addresses, phone numbers, credit card or social security numbers; or to arrange face to face meetings with people they have "met" on the computer network or Internet without a parent's permission.

Parents: Some of the material on the Internet may be objectionable. Parents may see things on the Internet that you do not wish your children to view. Please provide guidance to your children in their use of the Internet. Parents/guardians and children are also encouraged to read "Child Safety on the Information Highway" (http://www.safekids.com/child_safety.htm) produced by the National Center for Missing and Exploited Children Services Association. Copies are available at the front desk. Rules for online safety from the National Center for Missing and Exploited Children are posted in the Children's area.

Computer usage age groups

Adult – 18 years and older

Teen – 12 years to 17 years old

Children – Preschool 18 months to 5 years old
School age – 6 years old to 11 years

Children's Area Computers

Children's area computers are reserved for children under the age of 12 and their accompanying parents. When the computers in the children's area has been login, the parent agrees to be responsible for the conduct of the child and the sites that they visit. It is the parents' responsibility to insure that their children abide by the Washington County-Jonesborough Library Computer Use Policy.

Children under the age 10 years must be with an adult when using the computer.

The computer stations designated as Preschool are formatted for children 18 months to 5 years old. This station is not Internet capable. It's time limit is 30 minutes, with second and subsequent blocks of time available if no one is waiting.

The children's Internet computer may be available for longer blocks of time. Again, second and subsequent blocks of time are available if no one is waiting.

Teen Area Computers

Teen area computers are reserved for those 12 to 17 years of age.

When the computers in the Teen area has been login, the parents / guardians agree to be responsible for the conduct of the teen and the sites that they visit. The teen agrees to abide by the Washington County-Jonesborough Library Computer Use Policy. The time limit is generally the same as the adult computers, second and subsequent blocks of time are available if no one is waiting.

Genealogy Area Computers

Computers in the Genealogy area are reserved for those doing genealogical research. One computer is designated for use with the microfilm Reader and its use for research may be limited.

Copyright Laws

The Board recognizes and respects intellectual property rights. As part of our mission to maintain the highest standards for ethical conduct, we are committed to fulfilling our moral and legal obligations with respect to our use of copyright-protected works.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to assist with photocopying, if in its judgment, the photocopying would involve violation of copyright law.

(Approved September 16, 2008, amended 3/12/2019)