

	Clay County Library Policy\Procedure	Policy Date(s)
INT-001.0	Public Internet Use Policy	

Background/Philosophy

The library provides open access to the Internet as an integral part of our mission.

The Internet is a worldwide computer network that provides easy access to an enormous and growing body of information. The resources available on the Internet expand the library's information services well beyond traditional collections and electronic resources. In providing community access to the Internet, the library enhances its existing collection in size and depth, and provides the opportunity for any citizen to utilize the exciting resources on the Internet.

Not everyone currently has or can afford access to the Internet in their homes or businesses. The library can "level the playing field" by providing everyone with open access to this valuable information resource. Even those who can afford access may need it only intermittently and may not wish to pay for it on a regular basis. Others use the library's facilities because the access is much faster than that available to them at home or office. Still others know that information can be found there, but prefer to rely on experienced, trained library staff to assist them with their searches.

Intellectual Freedom/Right to Privacy

The same standards of intellectual freedom, privacy and confidentiality endorsed by the library for traditional resources and services also apply to electronic media, including usage of the Internet.

The library has a policy of open access to all parts of its collections. Access to the internet is available to card holders in good standing. Standing internet terminals are available to non-card holders for 15 minute sessions. Use is not prioritized by information need because everyone's information need is important to him or her. Remote access to some electronic databases is restricted by residency.

The library seeks to protect the First Amendment rights of its patrons and their individual right to privacy. However, Internet users must be sensitive to the fact that workstations and personally owned wireless devices are located in public areas and; therefore, images on the screen and at public printers are subject to view by a wide audience.

The workstations owned and operated by the library, as well as any wireless device that connects to the Internet through the library's network and that is used on library property, shall be used for educational, informational and recreational purposes only; they may not be used for unauthorized, illegal or unethical purposes. Patrons may not send, receive or display text or graphics that may be construed as obscene per Florida Statute Chapter 847.

The library has created a privacy statement. It is recommended that patrons refer to this for further clarification of their rights to privacy while using the library's workstations and network.

Information Disclaimer

The Internet offers open access to information, ideas and commentary from around the world and a vast array of tools and resources for different age levels and points of view. However, not all sources on the Internet provide information that is accurate, complete, current or legal. The library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. Most definitely, some resources and destinations contain material that some patrons will find personally offensive or inappropriate for children.

The library can and does recommend interesting and useful destinations and resources for our patrons to explore. These sites, indexed by subject area or source of information, can be found on our website and through the Florida Electronic Library.

Care should always be taken to protect personal information, such as names, telephone numbers and credit card information, when using the Internet.

Use of the Internet by Children and Teens

As with all library materials, parents, guardians, and caregivers are responsible for their children's use of the Internet. Library staff does not control the Web sites that children and teens may select on the Internet.

Adult computers are restricted to patrons ages 13 and older. Children's computers are restricted to patrons under the age of 13. Supervision is the responsibility of parents, guardians or caregivers.

The Clay County Board of County Commissioners (the "Board") has approved installation of software designed to filter sexually explicit content on Internet workstations in the children's areas of our buildings. The Board recognizes that such filtering software is far from perfect; it does allow some inappropriate content to pass through and can block appropriate sites from view. The Board believes that having

filtered workstations available presents parents with better options for their children's Internet use.

Library staff does not serve in a parental or guardian role and cannot interpret what parents/guardians would deem appropriate. It is the parent or guardian who sets family standards and values and, therefore, the library cannot usurp that right nor assume that responsibility. We strongly recommend that parents/guardians supervise their children when they are using the Internet.

Parents/guardians and children are encouraged to read *Child Safety On the Information Highway*, jointly produced by the National Center for Missing and Exploited Children and the Interactive Services Association, and *Teen Safety on the Internet*. These publications are available as links with this *Policy* or by going to <http://www.safekids.com/child-safety-on-the-information-highway/> or www.safeteens.com. We also recommend visiting <http://www.netsmartz.org>. "NetSmartz Workshop is an interactive, educational program of the National Center for Missing & Exploited Children® (NCMEC) that provides age-appropriate resources to help teach children how to be safer on- and offline".

Printing

Black and white printing is offered at all locations for a fee.
Color printing is available at the Fleming Island Library for a fee.

**Please see the library's website for details*

Downloading

Patrons may utilize our public workstations to download information from the Internet to their own portable storage device. Users may not install software on library workstations. Under no circumstances may a user download or save anything to the hard drive of any library workstation or to a network drive. The library assumes no responsibility for damage to any personal device or equipment that may result from downloading files from the Internet. Likewise, the library assumes no responsibility for damage arising from connections to our workstations or network.

Use of the Workstations

The library assigns an individual to a single workstation. However, because we recognize that group work can be a valuable experience, up to 3 people may be seated at an individual workstation for the purpose of group study provided they do not disturb use of the library by others.

Workstations are available on a first-come basis for 30 minutes. Time on the Internet is limited when others are waiting.

Patrons should notify library staff immediately if they experience any problems with the library's equipment or software.

Under no circumstances may patrons use their personal software on the library's workstations or network. Other than portable storage devices or headphones, patrons may not use their own equipment on the library's workstations.

All of our Internet workstations are equipped with sound cards. Patrons are required to use headphones at a reasonable volume to avoid disturbing nearby patrons.

For library network security reasons, personally owned laptop computers, PDA's, or other Internet-ready devices shall not be connected to the Internet utilizing any of the hardwired connections provided by the library. However, wireless access to the Internet is available in all of our buildings.

Providing instruction in how to use the computers, and how to evaluate informational resources is part of the library staff's role. Staff will devote a *reasonable* amount of time assisting individual library users with the Internet where needed. They cannot devote large amounts of time to each patron because staff scheduled for floor duty are handling many information requests from many individuals.

Regular programs, demonstrations and hands-on sessions on the use of the Internet and specific computer software are provided by the library staff and patrons are encouraged to take advantage of these free classes.

Copyright

Materials obtained on or copied from the Internet may be subject to laws that govern making reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of "Fair Use." Patrons are responsible for compliance with all international, national and state laws governing copyrighted materials.

Indemnification

Through the library's Web site, we provide links to specific sites selected by staff because of their useful content. These follow the same selection policies in place for other informational and/or recreational resources provided by the library. However, all Internet resources may contain material of a controversial nature. Our patrons choose which electronic materials and sites they access on the Internet. The library cannot protect them from information that might be considered offensive or inaccurate. It

remains the responsibility of the user—or the user's parent, guardian, or caregiver in the case of minors—to determine what is appropriate.

Some commercial databases on the Internet require a fee. These fees are the responsibility of the patron; they are not the responsibility of the library.

In no event shall the library have any liability for lost profits or for any direct or indirect special, punitive, or consequential damages, or any liability to any third party, even if the library is advised of the possibility of such damages, arising from use of its connection to the Internet.

Misuse of the electronic resources of the library or of Internet access, whether through a library-owned workstation or a personally owned wireless device, shall result in the loss of computer privileges for the patron.

The first time offender will be warned verbally that their action violates County policy and that the behavior must not happen again.

A second offense will result in a 30 day suspension of computer privileges effective immediately upon the violation being noted. Patron will be notified by the Branch Manager or a Senior Staff person that is his/her designee that this action is being taken and action will be reported to the Library Services Director.

If a patron violates this three times the ban will be permanent upon approval of the County Manager.

The purpose of this policy is to insure the best use of and access to the Internet for the greatest number of our patrons.