Mooresville Public Library

Computer & Internet Usage

(Adopted September 7, 1999: Revised August 4, 2003 and September 14, 2009 by the Mooresville Public Library Board of Trustees)

Purpose

The mission of the Mooresville Public Library is to provide access to information via print, non-print and the World Wide Web. However, it is the responsibility of the library administration to protect the network and equipment. The lab computers are public computers and have limits.

Mooresville Public Library supports parents and guardians in their efforts to guide their own children's access to print, non-print and on-line information. The library provides printed materials about the Internet and its resources; however, the most current information about the Internet resides on the network itself.

To that end, Mooresville Public Library endeavors to preserve the minor's status as full members of the Internet community. The Internet is not a static information site and is changing every minute as new computers connect and existing computers add or delete information. It is not technically possible to prevent access to resources that may be objectionable to some individuals. It is the responsibility of parents and guardians to determine the need to place restrictions on their own children with regard to Mooresville Public Library Internet account use. The library does adhere to the Children's Internet Protection Act, CIPA, and filters text for pornography and inappropriate sites.

Computer use includes the management of computer data networks and the resources they make available, as well as standalone computers that are owned and administered by the Mooresville Public Library. The policy reflects the ethical principles of the Mooresville Public Library and indicates, in general, the privileges and responsibilities of the Library computing environment. While the library staff will assist whenever possible, the staff will not teach

patrons how to use the software and/or basic computer or Internet skills. Computer classes are available for additional information see Librarian.

General Policy

Computer use is an integral part of library activities. Policies and procedures for gaining access to and making optimum use of Library computing resources are available to patrons at each Library agency and on the Library's website.

CONFIDENTIALITY: In general, the Library will treat information stored on Library computing resources as confidential, whether or not that information is protected by the computer operating system. Requests for disclosure of information will be honored only under one of the following conditions:

- when approved by the appropriate Library administrator;
- when authorized by the owners of the information; and
- when required by local, state, or federal law.

Except when inappropriate, patrons will receive prior notice of such disclosures. Viewing of information in the course of normal system maintenance does not constitute disclosure.

Patrons who use 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.

RESPONSIBILITIES OF USERS: The patron is responsible for correct and sufficient use of the tools available for maintaining the security of information on each computer system. The following precautions are strongly recommended:
- Computer accounts, passwords and other types of authorization that are assigned to individual patrons should not be shared with others.
- The patron should assign an obscure account password and change it frequently.
- The patron should understand that files saved on Library computing resources may not be totally secure.
- The patron should be aware of computer viruses and other destructive computer programs, and take steps to avoid being a victim or unwitting distributor of these processes.
- The patron will be charged 10 cents per side for all 8 " X 11" black and white print-outs; 25 cents per side for all 8 " X 11" color print-outs. For legal size 11" X 14" the charges are 20 cents for black and white print-outs per side and 50 cents per side for color print-outs.

Ultimate responsibility for resolution of problems related to the invasion of the patron's privacy or loss of data rests with the patron. The Library assumes no liability for loss or damage to the patron's data or for any damage or injury arising from invasion of the patron's privacy.

LEGAL USE: The public and staff may use library computing resources only for legal purposes. Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment of other patrons;
- Libeling or slandering other patrons;
- Destruction of or damage to equipment, software, or data belonging to the Library or other patrons;
- Disruption or unauthorized monitoring of electronic communications;
- Unauthorized copying of copyright-protected material.
- Conducting illegal activities of any kind.

ETHICAL USE: Library computing resources should be used in accordance with the ethical standards of the Library. Examples of unacceptable use (some of which may also have legal consequences) include, but are not limited to, the following:

- Network identification numbers assigned to others;
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others, such as randomly initiating interactive electronic communications (chat) or e-mail exchanges (spam), overuse of interactive network utilities, and so forth;
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;
- Violation of software license agreements;
- Violation of network usage policies and regulations;
- Violation of another patron's privacy.
- Violation of computer system security;
- Computer settings and configuration must not be changed;

COOPERATIVE USE: The Library endorses the practice of cooperative computing. This includes:

- Refraining from overuse of connect time, information storage space, printing facilities or processing capacity;
- Refraining from overuse of interactive network utilities;
- Refraining from use of sounds and visuals which might be disruptive to others;
- Refraining from use of any computing resource in an irresponsible manner.

SANCTIONS: Violators of Library computing resource use policies will have their Library privileges suspended or revoked in the sole discretion of the Library Administration. Violations of policies described above for legal and ethical use of Library computing resources will result in the suspension or revocation of Library privileges in the sole discretion of the Library

Administration. Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.

DISPLAY AND DISSEMINATION OF SEXUALLY EXPLICIT MATERIALS: Use of Library computing resources to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material in the Library building is prohibited. Violators of this policy will be removed from the Library building and will have their Library privileges revoked.

Time Limits

- Patrons will be allowed 3 hours of computer time, per day, in the public lab.

- Patrons will be allowed 30 minutes of computer time, per day, in the Teen area.

- Logins are unlimited.

The computer lab is automated and electronically shuts down 15 minutes prior to the hours of operation
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Limitations of Liability

All patrons who wish to use the Library's computing resources are required to click on "I Agree" to the following "Limitation of Liability" statement:

> "LIMITATION OF LIABILITY"
> "By logging on to this computer you (the user) acknowledge you have read and understand the Mooresville Public Library Computer Usage Policy (the Mooresville Public Library Computer and Internet Usage Policy) and you agree to fully comply with all terms, conditions and requirements of the Computer Usage Policy. You acknowledge and agree that any violation of the Computer Usage Policy will result in suspension or revocation of Library privileges in the sole discretion of the Library Administration.
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> "The user also acknowledges that the Mooresville Public Library assumes no liability for any loss or damage to the user's data, or for any damage or injury arising from invasion of privacy in the user's computer accounts, programs, or files. In consideration for use of Library computer resources, you (the user) agree to hold harmless and indemnify Mooresville County Public Library, its trustees, administrators, employees and agents, from any and all liabilities for any claims, demands, and damages to your person or property whatsoever."

Internet Disclaimer

Because the Internet is a global electronic network, there is no state/county control of its users or content. The Internet and its available resources may contain material of a controversial nature.

The Library cannot protect patrons from all offensive information. Parents of minor children must assume responsibility for their children's use of the Internet through the Library's connection.

Library staff cannot control the availability of information links, which often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information.

The Mooresville Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its WWW Server or from its connections to other Internet services.

Behavior

Patrons may be asked to leave if they disturb others or engage in destructive or inappropriate behavior. The computer lab is not for social gathering. Users of the computer lab must respect others and are expected to exit the lab to conduct conversations or to take cell phone calls. Failure to do so may result in the denial of future requests to use the MPL computer lab. If users do not follow library policies, the library staff will ask users to leave the computer lab and possibly the library.

- Please observe that NO food or beverages are allowed in the computer lab. There are several designated areas for food and beverages.
- The computer lab is a quiet area; conversations or cell phone must be engaged outside of the computer lab. There are several designated areas to hold conversations or cell telephone calls.
- Internet gaming is prohibited.
- The library staff strives to provide a safe environment; however, it is not the responsibility of the staff to 'police' and 'baby-sit' users of the library. If a situation warrants the police to assist with behavioral issues, the staff will contact the Mooresville Police Department.

Library Computing Resource Use and Reservations

Use of library computing resources is on a first-come, first-served basis. To make better use of Library computing resources and provide equitable access, the Library has installed a sign up system in order to allow the system to monitor patrons' usage time and give them the convenience of using the computer at multiple locations up to 3 hours a day.

Sign up procedures are posted on the Library's website and at the sign up station.

REQUIRED INDENTIFICATION

Patrons are required to have a Mooresville Public Library Evergreen Indiana card to use Library computing resources. Those patrons who do not have a MPL Evergreen Indiana card and live in Morgan County are requested to register for a card in order to use Library computing equipment. To verify the borrower's name and address, patrons must have a valid Indiana driver's license. Otherwise, patrons must have a current picture ID or school ID and

one item of official mail such as a current utility bill, mail from a retail establishment, printed bank checks, or a letter from a governmental agency (on stationery with letterhead) verifying the borrower's name and address.

To accommodate the computing needs of visitors from out of town the Library will provide them with a temporary Guest Pass. The Library requires a photo ID in order to provide a temporary Guest Pass.

Lost Items

The Library is not responsible for the loss of or damage to personal items.