

## Internet Acceptable Use Policy

*The mission of the Pittsylvania County Public Library system is to provide equal opportunity access to materials and information in appropriate formats to meet the educational, cultural, and recreational needs of our diverse community.* The Internet access at the library is intended primarily as an informational and educational resource. Users should understand that the Internet offers access to many valuable sources of information, but also provides inaccurate, incomplete, dated, or offensive material. The library has no control over the information found there. The library encourages its patrons to be critical consumers and careful evaluators of the information provided on the Internet. All patrons are expected to use this resource in a responsible manner and in compliance with state and federal statutes.

The library system cannot guarantee protection of its patrons from materials they may find offensive. In accordance with the Commonwealth's laws, all public access computers are filtered in an effort to block access to and display of sexually explicit material. The Code of Virginia bans the display of child pornography, obscene materials, and material harmful to children. No library computer terminal shall be used by library patrons or staff to access or distribute illegal materials. Any illegal activity involving library computers shall result in suspension or loss of computer privileges [Code of Virginia, §42.1-36.1]. Using library equipment to violate copyright law both subjects one to civil remedies and criminals under federal law and to loss of library privileges.

No filter is a reliable or completely effective means of protection from materials that some might find personally offensive. It should be noted that the library staff is not in a position to supervise children's use of the Internet. Parents or guardians of minor children are responsible for their children's use of the Internet at the library.

Making changes to the setup or configuration of library-owned hardware or software, including the adjustment or alteration of operating systems that result in damage to the library's property will result in the suspension or loss of computer privileges.

### *Procedures for access and use:*

All cardholders who wish to use the library system's public access computers must sign the library's Internet User Agreement by which they agree to abide by this policy. Patrons under 18 must also have their parent or guardian sign the agreement. Patrons under the age of 8 must have a parent or guardian over the age of 18 seated beside them at the terminal throughout their Internet session. The library reserves the right to deny access to a minor when he/she is found to be inappropriately using the Internet, even when there is a parental permission form on file.

Requesting Internet access by logging into a computer with a library card and PIN is acknowledgment of agreement with the statements set forth in the Acceptable Use Policy.

As the provider of WiFi access, the Library requires all users of this service also to agree to abide by this acceptable use policy.

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Patrons must be in good standing in order to use a computer. If the patron is not fine-free, they must pay half of an outstanding fine to be allowed access for one session only with staff assistance; the fine must be cleared before the patron is allowed another computer session.

The library provides guest courtesy cards for Internet use for persons who are not eligible for a card by virtue of their residence being outside the library's service area. These cards are issued only when photo identification is shown. All other policies apply.

Patrons will be limited to thirty minutes per session. If no one is waiting, the time may be extended. Users shall make the workstation available to others who are waiting when asked to do so by library staff.

Patrons may use a USB storage device in the library's computers. Users are responsible for costs arising from damage to the library's hardware or software.

Should an adult using a public access computer for bona fide research or other lawful purposes find access to a legal site blocked, he/she can request the filter be removed by writing down the topic and blocked site's URL, and handing the information to a member of the library staff. A staff member designated by the library board or Director to remove the filter will provide access to the requested site.

All Internet computers shut down automatically fifteen minutes prior to closing.

### ***Policies and procedures regarding the revocation of privileges:***

- For minor infractions [more than two people at a computer, noise], after one warning, the patron shall be asked to leave for the remainder of the day. If a second offense should occur, the patron's privileges will be revoked for one week. In the event of a third minor offense, the patron will lose privileges for a month. Offenses shall be noted in the patron's record.
- For serious infractions [inappropriate content that is not pornography, such as language or suggestive images visible to others; refusal to log off after multiple requests; the loaning of one's card to another or use of another person's card], the patron shall be asked to leave and shall be denied access for one week. If a repeat offense should occur, the patron will lose computer privileges for a month. In the event of a third offense, privileges will be ~~permanently~~ revoked, and can only be restored by the library Director. Offenses shall be noted in the patron's record.
- For major infractions [viewing pornography, hacking, damaging equipment], the user will be required to leave and will lose computer privileges permanently. Offenses shall be noted in the patron's record.

Any infraction not itemized here shall be assessed a revocation in privileges as determined by the staff member in charge of the facility where the infraction occurs. The patron will be informed

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of the duration of their loss of privileges, and the information will also be noted in his/her patron record.

### ***Policy for Monitoring & Voluntary Disclosure:***

While it is the policy of our library to respect the privacy of patrons pursuant to this state's library confidentiality statute, it is also the responsibility of the library to protect its electronic systems from unauthorized or criminal use and to make appropriate referrals to federal and state law enforcement authorities. In general, the Electronic Communications Privacy Act permits an "electronic communication service" provider to the public and a "remote computer service" provider to the public to monitor their system for management purposes and to make voluntary disclosures of content and other information in the following very limited circumstances: As necessary to protect the property of the provider; if related to the commission of a crime; or if related to an emergency involving immediate danger of death or serious physical injury. Accordingly, it is the policy of this library that we do not monitor on a routine basis the use by patrons or staff of our electronic systems. The library, however, does reserve the right (1) to monitor as necessary to manage and protect its systems from unauthorized or criminal use, and (2) to make voluntary disclosure to federal and state law enforcement and national security authorities as deemed appropriate by library management and counsel.

The library is not responsible for any damages that may occur as a result of the use of its computers.

*Approved by Board of Trustees November, 2009; approved with changes December, 2010; approved with changes September, 2012; approved with change, December, 2014*