

## **Internet Acceptable Use Policy**

*The Pittsylvania County Public Library system seeks to provide equal opportunity access to materials and information in appropriate formats to meet the educational, cultural, and recreational needs of our diverse community.*

- Internet access is provided primarily as an informational and educational resource.
- The Library has no control over the information found on the internet and encourages patrons to be 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. Patrons must use their own library card number and PIN; use of another individual's card number and PIN to avoid blocked access on one's personal card (due to fines, etc.) will result in a loss of computer privileges (see *Revocation of Privileges*, below).
- 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. No filter is completely effective, however, and the Library cannot guarantee the protection of its patrons from materials they may find offensive.
- 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.
- Parents or guardians are responsible for monitoring their minor children's internet use. Library staff do not supervise or monitor internet use.
- Altering the 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. The Library is not responsible for any damages that may occur as a result of the use of its computers.
- All public access computers shut down automatically fifteen minutes prior to closing.

### ***Procedures for access and use:***

All Library patrons, including minor children, may access Library computers and vendor-provided digital materials (e-books, e-audiobooks, videos, etc.) on Library and personal devices using

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Library-issued card numbers and PINs. Parents and guardians are responsible for monitoring their minor child's internet use and material selection from vendor-provided sites.

**Log in:** Logging into a computer with a library card and PIN requires acknowledgement of the Internet Acceptable Use Policy and indicates agreement with the statements set forth in the Acceptable Use Policy.

**WiFi:** As the provider of WiFi access, the Library requires all users of this service also to agree to abide by the Internet Acceptable Use Policy. There is no access code for WiFi.

**Fines:** 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.

**Guest Cards:** The library provides guest courtesy cards for computer 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 checked against the library database. All other policies apply.

**Time Limits:** Patrons are 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. If no one is seeking computer access, there is no maximum daily time limit on computer use.

**Storage Devices:** Patrons may use a compact disc or USB storage device in the library's computers. Users are responsible for costs arising from any damage to the library's hardware or software.

### ***Blocked Sites***

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 providing the topic and blocked site's URL to a member of the library staff. A staff member designated by the library board or Director will provide access to the requested site. This process may take 24-48 hours.

### ***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

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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 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 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 the Pittsylvania County Public 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.

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