

## **POPE COUNTY LIBRARY SYSTEM COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

The Pope County Library System (PCLS) believes citizens should have open access to local, national, and international sources of information. The Library, by providing access to electronic services via the Internet, recognized the potential of such services to support education, information, business, recreation, and life-long learning. The goal of providing this access is to promote excellence by facilitating resource-sharing, innovation and communication.

PCLS does not store any individual information on patron Internet use or other electronic information sources except for cumulative, generic statistics.

Pope County residents must have a valid library card and be in good standing to use the Internet. All users of the internet must read the Computer and Internet Acceptable Use Policy and sign a card that they will comply with the policy. The exception is the stand-up e-mail computer. Anyone can use this for 15 minutes.

Patrons 14 years and under can use the Internet ONLY when accompanied by a parent or guardian. A parent must be in the Children's area when a child is using the Children's computer, which does not have Internet access.

All users of electronic information resources are expected to use the resources in a responsible and ethical manner, and to follow the library's rules and regulations.

Responsible and ethical uses include the following:

- Using resources for educational, informational, business, recreational and life-long learning purposes only, not for unauthorized, illegal and unethical purposes.
- No loading of user provided software.
- Respecting the privacy of others,
  - by not misrepresenting oneself as another user.
  - by not attempting to modify or gain access to files, passwords, or data belonging to others.
  - by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
  - by refraining from attempting to view or read material being used by others.
  - making only authorized copies of copyrighted or licensed software or data.
  - not sending, receiving or displaying inappropriate material defined as text or graphics which may reasonably be construed as obscene or pornographic.

- For any legal purposes

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PCLS and its branches assume no responsibility for the use of the Internet by children. It is the responsibility of the parent, guardian, or caregiver to determine what is appropriate.

Misuse or abuse of the workstation or the Internet may result in suspension of computer or library privileges. Persons using this equipment agree not to make any changes to the setup or configuration or the software or hardware. The first offense suspends a patron's use of the computers for one week. A subsequent offense revokes a patron's privileges permanently. Some offenses, at the discretion of the director, may permanently revoke a patron's right to use the computers or to be in the library.

Library staff is available to assist you, but may not be familiar with every application you might use. Due to scheduling constraints, there may not be an Internet trained librarian on duty at all times. Because of the many different Internet applications available we cannot provide technical support.

A patron may check out the use of a workstation for one (1) hour. If no one is waiting, the patron must ask at the desk for second hour. Workstation access is limited to a maximum of two (2) hours per day. A workstation may not be reserved by phone or in person. Use is on a first come, first use basis.

All black and white printouts made by patrons are \$.25 each and all color printouts are \$.50 each, and must be paid for at the time the printouts are made. The patron must pay for ALL pages printed, so it is suggested that the "Print Preview" function be utilized before printing to ensure that you are only printing what you need. PLEASE ASK FOR ASSISTANCE IF NEEDED.

PCLS at Atkins, Dover, Hector and Russellville branches reserves the right to refuse access to workstations to anyone not following this policy.