

**ASHTABULA COUNTY DISTRICT LIBRARY
PUBLIC SERVICES POLICY**

SECTION:	PS 7	TECHNOLOGY
SUB SECTION:	PS	COMPUTER AND INTERNET ACCESS
POLICY:	PS 7.1	ACCEPTABLE USE POLICY
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Providing free access to public computers with a wide variety of electronic sources is an integral part of the Ashtabula County District Library's mission to offer high quality information resources that meet the needs of our patrons.

Access to Internet Resources

The Ashtabula County District Library is committed to providing access to informational, educational, recreational and cultural resources for library users of all ages and backgrounds. The Library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the Library's other resources. The Library strives to balance the rights of users to access information resources with the rights of users to work in a public environment free from sounds and images which are determined by library staff to unduly contribute to a disruptive environment for library users and library staff.

The Library's goal in providing Internet access is to enhance its existing collection in size and depth and, as a public access agency, to give anyone who wishes to use the Internet the opportunity to do so.

Internet filtering

The Internet offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages. However, it also enables access to some material that may be offensive, disturbing, illegal, inaccurate or incomplete. Users are responsible for evaluating for themselves the validity and appropriateness of information accessed via the Internet.

As required by the Children's Internet Protection Act ("CIPA"), in order to remain eligible for certain federal funding, the Library has implemented software filtering on all of its Internet-accessible computer terminals. The software installed on Internet-accessible computers at the Library protects against access to visual depictions of obscenity, child pornography, and, in the case of persons under the age of 17 years, materials that are "harmful to minors." Users should be aware, however, that all currently available filtering software results in a degree of both "underblocking" (i.e., permitting access to certain material that falls within the foregoing categories) and "overblocking" (i.e., denying access to certain constitutionally protected material that does not fall within the foregoing categories). The Library cannot and does not guarantee that the filtering software will block all obscenity, child pornography, or materials that are harmful to minors. Nor can the Library guarantee that the filtering software will not restrict access to sites that may have legitimate research or other value. In order to help address the overblocking problem and to enhance users' access to constitutionally protected speech and information, the Library

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requests that all users, both adults and minors, contact a staff member to request unblocking of an incorrectly blocked site.

In addition, any user who is 17 years of age or older may disable the filtering software in order to obtain unfiltered Internet access for bona fide research or other lawful purpose by following the instructions provided on the computer screen or such instructions as the Library shall otherwise provide from time to time.

Children's Computers

The children's areas throughout the Ashtabula County District Library system are designed to be welcoming for children. These areas include a limited number of computers, many of which offer resources especially for children. To best serve children, all computers in designated children's areas are for the use of children age 13 and younger and for adult caregivers accompanying or assisting children. Children's Internet computers open to a special children's interface and allow only filtered use of the Internet. Parents and children should read NetSmartz.org from the National Center for Missing & Exploited Children. ConnectSafely offers useful safety tips and advice for parents and teens. Whenever possible, supervise your child's online activity.

Time and other limits

To access the Internet a patron must use their own library card number. A visitor who does not have a library card may receive an Internet guest pass. You must provide your birthdate for the guest pass registration. Visitors age 12 and younger will receive a guest pass for filtered access only. A library cardholder may not receive a guest pass, and no visitor may receive more than one guest pass per day.

In the normal course of Library operations, each person can access up to four one-hour sessions per day on library public computers. Each hour will automatically extend unless there is someone else waiting in the queue. Patrons must use their own library card number or guest pass number to sign up for a computer and log in. The Director may modify these terms on a provisional basis to respond to an emergency of short-term need.

The library's computers are set up for use by a single individual. A maximum of two persons may sit/work together at any one computer, except in special cases, such as when a parent/guardian is with children.

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Privacy

The Library takes a variety of measures to protect your privacy when you use library computers. See the [Statement on privacy and confidentiality of library records](#).

The Library's computers are in a public area. Others may be involuntarily exposed to what you are viewing. The Library asks that you remain sensitive to the fact that you are working in a public environment shared by people of all ages.

Precautions

Illegal activities or activities that interfere with or disrupt the network, users, services or equipment are prohibited and not protected by the library's privacy policy. The Library does not routinely monitor public computers, but reserves the right to do so when a violation of this policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and the network and to enforce this policy. This includes confiscating any removable media, requiring a user to leave a computer or the premises, and contacting law enforcement authorities.

You are solely responsible for complying with applicable copyright law, licensing agreements and the policies of individual websites that you view.

Notice: Warning of Copyright Restrictions

As a patron, your ability to post or link to copyrighted material is governed by United States copyright law. The library reserves the right to delete or disable any post or link that, in the judgment of library staff, violates copyright law. In accordance with 17 USC S 512 (i)(1)(A), the library may terminate a patron's access to the system or network for disrespect of the intellectual property rights of others, or for repeat infringements of copyright. The library has adopted this policy and will make all reasonable effort to enforce it in appropriate circumstances.

Software and other files downloaded from the Internet may contain viruses or spyware that may infect other computers.

Rules governing use of library computer:

“Computer use” shall include using library computers for any purpose, including without limitation, word processing purposes, or for Internet and electronic mail use. Failure to comply with the following rules may result in loss of computer privileges, loss of library privileges and prosecution. At each log-in, library computer users must complete a click-through agreement

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acknowledging these rules and must agree to follow the rules. Use of Library computers is subject to the Library's Patron Code of Conduct Policy.

Rules governing use of library computer (cont.):

1. The Library employs reservation software to maximize the number of patrons who are able to access the Library's public computers. The Library reserves the right to limit the amount of time an individual user can devote to a single computer session. The last computer session of the day ends 15 minutes before the Library closes.
2. Do not use another's identification, bar code, or password, with or without permission, to sign up or log on to a computer.
3. Promptly give up the computer when requested by staff.
4. Patrons must not attempt to disable or circumvent the Library's reservation software.
5. Only two persons may share a single workstation. Staff, in their discretion, may approve or disapprove requests for study group accommodations.
6. Persons using the computers, and accompanied by children six and under, may not leave the children unattended.
7. You may download files using supported media. The library is not responsible for damage to your media or for corruption of your data, including damage caused by mechanical malfunction or corruption caused by virus or spyware infection while using library computers.
8. In the interest of the security and safety of the Library's computers and network, installation of software on library workstations by patrons is prohibited. In the event a patron has a need not satisfied by the preinstalled software, they should communicate with the staff and reasonable efforts will be made to accommodate the need without compromising the library's computer network of hardware. Do not attempt to run or execute programs or applications from personal storage media. The Library welcomes suggestions and will consider requests to install software, keeping in mind technical, financial, licensing, and support requirements.
9. Whether or not they are in use, children's computers in all locations are for the exclusive use of children and their accompanying caregivers.
10. Use headphones when listening to audio content, and keep volume low so you do not disturb others.
11. Patrons may not use library computers for any activity that is patently offensive, intrusive, disruptive, harassing, or creates an intimidating or hostile environment to staff and/or to other patrons.
12. There is a charge for printing from the Library's computers. Printing costs are listed in the Fines and Fees Schedule. Printing must be completed and collected 15 minutes before the Library closes.

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Computer and Internet Use: Generally

The Library's public computers allow users to search a variety of electronic resources. Public computers offer the most popular Internet browser plug-ins for searching the Internet, displaying files, and viewing multimedia content. Public computers also provide minimum access to word processing, spreadsheets, and basic image manipulation capabilities. Individuals should contact the Library in advance to determine if the Library has workstations that will support the file types, browser plug-ins, or Internet technologies with which they might be interested in working.

1. Staff are unable to recover data once a computer session ends. To save a document, the patron must copy it to his/her personal media or online data storage during the computer session. The Library is not responsible for time or data lost due to computer failure or failure to save data during a computer session.
2. The Library is not responsible for any loss or liability that may occur as a result of the disclosure of financial or other personal information over the Library's public computer services, including Internet and electronic mail use. Users should be aware that use of public computers is not a private or secure medium, and that third parties may be able to obtain information regarding user's activities. Users should also be aware that Library staff may monitor use of the computers for the limited purpose of ensuring compliance with this Policy, and hereby consent to such monitoring.
3. Patrons may not utilize the Library's computers in violation of any local, state, or federal ordinances, regulations, or laws, including copyright laws. Users are prohibited from disclosing confidential information, harming ACDL networks or other networks on the internet or other user accounts, invasions of privacy, engaging in spamming, unsolicited advertising, network reconnaissance, or denial of service attacks. Users engaged in illegal activities involving library computers may be subject to prosecution.
4. Users may be liable for alterations or damage they cause to library hardware or software, including knowingly uploading or installing worms, viruses, or Trojan horses, or transmitting viruses that affect other users' accounts or the Library's systems. Patrons should report any computer problems to Library staff and must not attempt maintenance on Library computers, including unplugging, disconnecting, powering on, powering off, and/or detaching and PC hardware or components.
5. Users must not make any attempt to access or modify passwords or data belonging to others, or seek unauthorized access to the Library's or any other computer system. Users are prohibited from using remote administration tools or root kits, for purposes other than to access a user's own personal computer.

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Computer and Internet Use: Generally (cont.)

6. Whether or not they are in use, the Library reserves the right to designate computers for the exclusive use of children aged 17 and under and their accompanying caregivers.
7. By using a library computer, the user agrees to conform to all regulations contained in this Policy. All users of library computers agree to indemnify and hold the Library harmless for any claims, losses, damages, obligations, or liabilities arising out of the use of the Library's computers. The Library reserves the right to terminate a computer session and/or suspend library privileges of anyone who violates the Library's computer use policies without notice.

Internet Use

1. In keeping with the Ashtabula County District Library's objective to make accessible the broadest range of information in a variety of formats, the Library provides public access to the Internet. The Internet enables the Library to provide information beyond the confines of its own collection. However, the Library cannot control and is not responsible for the content of information obtained through the Internet, and does not warrant that information accessed through the Internet is accurate, reliable, legal or complete.
2. Parents, guardians and caregivers are encouraged to work with their children to develop acceptable rules of Internet use. It is their responsibility to set family standards and guidelines and to decide which library resources and Internet websites or resources are appropriate for their children. Library staff are available to assist parents and their children with using the Internet and to help identify appropriate Internet sites. However, Library staff are not responsible for monitoring information accessed by children from the Internet, and the Library will not act in loco parentis nor assume the functions of a parent's or legal guardian's authority with regard to the behavior of their children in the Library.
3. Patrons may not send, receive, print, disseminate, or display text or graphics which may be construed as obscene or "harmful to juveniles" under Chapter 2907 of the Ohio Revised Code.