Guernsey Memorial Library	Section #

Manual Name Library Policy Manual	Date Issued:	Subsection
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Internet Policy

Guernsey Memorial Library provides the public with timely access to information through a wide variety of materials, appropriate technology, and a well trained staff. The Library recognizes the importance of electronic information to the educational, recreational, and reference needs of the community. To meet this need the library offers internet access to library patrons as a supplement to traditional print sources of information. Although the internet can be used for a variety of purposes, the library supports access only to those functions which are consistent with its mission.

Guernsey Memorial Library has no control over the information accessed through the internet and cannot be held responsible for its content. We assume no responsibility for any damages, direct or indirect, arising from our connection to the internet. We have no control over the availability of our network access or inability to connect to any site due to excessive traffic on the internet, or the availability of information links, which change frequently. The Library makes no guarantee, either expressed or implied, with respect to the quality or content of information available on the internet. Not all information available on the internet is accurate, current, or complete. *The library monitors the sites you access.* Users are encouraged to be good information consumers by evaluating the validity of information accessed via the internet. The Library affirms it is the right and responsibility of parents to monitor their minor children's use of library materials, including internet access.

Children under 12 years of age must be accompanied by a parent or guardian to use the internet terminals.

Children from the ages of 12 through 16 may use the internet only with a signed parental permission slip (permission slip MUST be signed in the presence of an employee).

To address the issue of the safety and security of minors (individuals who have not attained the age of 17) when using electronic mail, chat rooms and other forms of direct electronic communications, the Library recommends the following safety guidelines. Minors should:

Always ask their parents' permission before using their full name, address, telephone number, or school name anywhere on the Internet;

Always tell their parents or another adult they trust if they see something online that is frightening or that they do not understand;

Never respond to messages that make them feel uncomfortable or uneasy;

Never give out a credit card number or password online without parental approval, and

Never arrange to meet in person someone they have met online unless they discuss it with their parents and an adult accompanies them.

Reviewed & Approved by Board: April 14, 2016

We do not condone, nor will we tolerate using library resources to break any law. Computer resources may be used only for legal purposes. Patrons accessing the internet must be aware that there are many services available which could be potentially offensive to some users. Guernsey Memorial Library and its employees cannot eliminate access to all such services, nor could they even begin to identify them. Thus, individual users must take responsibility for their own actions in navigating the internet.

Access to the Internet is on a first-come, first-served basis if the computer has not been reserved. Patrons can use the computers for 60 minutes per day. If someone needs more time, they can ask at the desk for a guest pass for an additional 60 minutes that can be used if a computer is available.

It is not acceptable to use the Guernsey Memorial Library's internet computers so as to disrupt or interfere with other users, services or equipment. This includes, but is not limited to, any unauthorized access, spamming, cracking, hacking, and distribution of unsolicited advertising, chain letters, propagation of worms, or viruses or any attempt to access or reconfigure the operating system. Use of the internet is intended for private non-commercial activities, and does not permit unauthorized sales and marketing of products and services. It is important to respect the legal protection that is provided by copyright and licenses, to programs and data.

Library staff will assist patrons with internet use as time permits. Formal group instruction or information on the internet will be provided at intervals to be determined by the interest level of patrons at designated times.

Telephone requests for the use of the internet as a reference tool follow the guidelines for all telephone reference transactions. If internet access is not available for answering a telephone request, the staff person will take the patron's question, a name and number to contact the patron at a later time. Staff will not ask an in-house patron to interrupt his or her searching on an internet workstation to answer a phone query.

There is a printer available at a rate set by the Board of Trustees.

Downloading of files by patrons onto storage devices is permitted.

The library cannot control or monitor the vast amount of material available from computers and networks via the internet. But it does monitor the sites you visit.

As with printed material, not all sources provide accurate, complete or current information. It is the responsibility of individual users to evaluate the validity of all information found.

It is the policy of Guernsey Memorial Library to *use current technology* for its computers with internet access in order to filter or block internet access through such computers to a) material that is obscene; and/or b) child pornography. **** The library is enforcing a policy to ensure the operation of the technology during any use of such computers by minors."*

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