<u>INTERNET ACCESS POLICY</u>

Adopted by The Colony Public Library Board 03/97
Revised 12/97; 05/01; 07/05; 03/07; 09/08; 08/11; 08/15; 10/18

<u>Internet Access Service</u>: The Colony Public Library offers free internet access to the public as part of its mission to provide informational resources to the community.

I. <u>Access</u>:
   A. The Library's internet access workstations are available for use during the Library's open hours. Access is on a first-come, first-served basis. Users must have a The Colony Public Library borrower's card; visitors to the area may log on as a guest. If other customers are waiting to use the workstations, there will be a thirty minute use limit; this limit may be reduced at staff's discretion.
   B. To provide greater accessibility, the Library has provided wireless access for use by customers with appropriately equipped wireless devices.

II. <u>Internet Functions Available</u>:
   A. Access to the internet allows informational searches using a number of available search engines.
   B. Printing: To facilitate efficient use of the public access computers, each cardholder's account is granted 50¢ per day of free printing; this allocation expires at the end of the day. Printing charges are 10¢ per page for black & white prints and 40¢ for color prints; users planning to print in excess of the free allotment are encouraged to deposit funds in their accounts prior to logging on. Unexpended deposits remain in the user's account for future use; deposits are not refundable.
   C. Users wishing to send and receive e-mail may request staff assistance in setting up an account with one of the free e-mail services.

III. <u>Internet Functions Not Available</u>:
   A. The Library does not host homepage accounts.
   B. Dial-up access to the workstations from remote sites is not available.

IV. <u>Limitations</u>:
   The Library Director may establish limitations as needed to protect the Library's equipment, software, and internet access privileges and capabilities.
   A. Users should note that some internet sites may require passwords, fees, and/or registration information; not all sites on the internet are available to everyone. Users may be unable to connect to a site for various reasons, including:
      • host computer has new address, no longer exists, or is down for maintenance.
      • site is licensed to a particular institution; only those affiliated with that institution have access.
      • the address (URL) has been entered incorrectly.
      • too many users are accessing the site at the time.

B. Wireless users may find that signal strength varies within the Library.

C. If it is determined that an internet site's regular use of bandwidth impedes and/or restricts other users' access to and use of the Library's internet service, that site may be blocked.

V. <u>Assistance</u>:

A. Internet access at the Library is self-help. Staff at the Reference Desk will assist customers by providing basic guidance in locating information, by referring customers to self-instruction materials in the Library's collection, and by handling any network equipment problems. Customers in need of more in-depth assistance are encouraged to make an appointment through the Library's *Book A Librarian* service and/or to register for the Library's computer classes.

B. Library staff may be able to provide limited technical assistance with wireless access**.** No guarantee can be provided that users will be able to make a successful wireless connection.

VI. <u>Disclaimers</u>:

A. The internet is a complex global network of computers, rich in resources covering every topic imaginable. The vast amount of material available on the internet cannot be monitored and controlled by The Colony Public Library. It is possible that individuals may access information that they personally find offensive or disturbing.

B. Individual users must accept responsibility for determining the suitability of content for themselves or their children.

C. The Library's wireless network is not secure. It is solely the responsibility of the wireless device owner/user to provide protection against viruses and other malware and to configure the settings on the device to provide the appropriate security settings to control access from other wireless devices within the Library and the internet itself. The Colony Public Library cannot and will not take responsibility for damages incurred for incorrect, insufficient, or incomplete security settings, or lack of adequate or up-to-date virus and malware protection. Wireless users assume all risks in this regard.

D. In consideration for the privilege of using the Library and for having access to the information contained in it, Library customers hereby release and hold harmless the City of The Colony, its officers, agents, servants, or employees, The Colony Public Library, its staff, volunteers, representatives or advisors, from any and all liability or responsibility for any and all claims or expenses arising either directly or indirectly from the use of the Library, whether or not caused, in whole or in part, by alleged negligence of the City of The Colony, its officers, agents, servants, employees, volunteers, representatives, or advisors.

VII. <u>Responsibilities of Users</u>:

Use of the internet and Library computers is a privilege, not a right. The Colony Public Library expects customers, in order to keep their privileges intact, to use the resources in a responsible manner.

A. Supervising Children's Use:
Restriction of a child's access to the internet is the responsibility of the child's parent or guardian. The Library does not have either the right or the responsibility to act *in loco parentis*. For more information on children and the internet, see *Child Safety on the Information Highway*, http://www.safekids.com/child-safety-on-the-information-highway/.

B. Choosing and Evaluating Information Sources:
Sources on the internet do not always provide accurate, complete, or current information. Users should exercise judgment in evaluating the validity of information found.

C. Wireless Access:
When users access the internet via the Library's connections, users are agreeing to abide by the Library's Internet Access Policy.

D. Applicable Laws:
It is the user's responsibility to comply with all federal, state, and local laws. Certain local, state, or federal legislation may govern or pertain to use of the internet or of digital resources. The following are representative, not inclusive, of such regulation:

1. Texas Penal code 43:24, Sale, Distribution, or Display of Harmful Material to Minor: (b) A person commits an offense if, knowing that the material is harmful: (2) he displays harmful material and is reckless about whether a minor is present who will be offended or alarmed by the display.

2. U.S. Copyright law (Title 17, U.S. Code). Prohibits unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of "fair use." Responsibility for any possible copyright infringement lies solely with the user. The Colony Public Library expressly disclaims any liability or responsibility resulting thereof.

E. Rules for Use:
The Library Director may establish rules and procedures for internet access, including, but not limited to, the following:

1. Users are expected to obey all federal, state, and local laws and to comply with Library policies and procedures.

2. Users are expected to respect the privacy of others.

3. Users may not change the settings of the Library's computer equipment or software. Users may not add to, delete, or modify the installed software.

4. Users may not use the Library's computers to make unauthorized entry to any other computer, or to disrupt or interfere with the operations of other users, services, or equipment, or to gain illegal access to others' private information.

5. Users may not represent themselves as another person nor use the internet to display, transmit or disseminate obscene, threatening, or harassing materials.

6. Users may not use the internet to libel or slander other persons or parties.

7. Users must respect the legal protections to data and software provided by copyright and license law.

F. Sanctions:

Library users who violate this policy, or who refuse to comply with applicable federal, state, and local laws, may be removed from the Library and may have their library privileges revoked. The Library Director or her designee has the authority to terminate a user's internet and/or computer session in accordance with these sanctions.

Violations of policies described above regarding legal and ethical use of the Library's electronic resources will be dealt with in a serious and appropriate manner. Illegal acts involving the Library's internet and computer resources may be subject to prosecution by federal, state, or local authorities.