

Perry County District Library Technology Use Policy

I. PURPOSE

The Perry County District Library, as part of its mission, provides access to the Internet through the Ohio Public Library Information Network (OPLIN). This service is provided in order to access informational, educational, and recreational resources that are beyond our local collection.

II. DISCLAIMER

It is understood by the users of OPLIN and the Internet that Perry County District Library is unable to certify that all resources on the Internet are accurate, complete, or current in content.

The Internet contains materials that some users may find to be of an objectionable nature. Patrons are responsible for using the Internet in an appropriate manner. Parents are responsible for supervising their children's use of the Internet.

We cannot be responsible for the content of the networked information available. The use of OPLIN and the Internet to engage in any activity that constitutes a violation of local, state, and/or federal laws is strictly prohibited.

III. USAGE GUIDELINES

Parents or guardians of minor children (under age 18) assume full responsibility for their children's use of computers, software, databases, and the Internet. Since use by children demands diligent and thoughtful parental supervision, parents and children are also encouraged to read *Child Safety on the Information Highway* produced by the National Center for Missing and Exploited Children.

Access to the workstations is available to those possessing a valid library card, under \$10.00 in fines, and a signed Internet Access Agreement form. To reiterate, access to library workstations is unavailable to those patrons with \$10.00 or more in fines owed to the Perry County District Library. If such users require access to a workstation in an emergency situation, library staff can make exceptions.

Users must use their own card and may not use a card belonging to someone else, even with that person's permission. Any user who is found to have knowingly used someone else's card to access the Internet will have his or her library privileges suspended for thirty days. If the cardholder has knowledge of, and consented to, the misuse of his or her library card, he or she will also have privileges revoked for the same period of time.

Out of state residents, visitors, etc. may ask for a guest pass in order to make use of the library's workstations if they do not possess a valid library card. Guest passes are granted at the discretion of library staff.

Use of the library workstations is limited to two one-hour sessions per day. These two sessions may or may not be experienced consecutively depending upon patron demand. Additional time for patrons completing word processing or other documents may be granted at the discretion of the reference/information desk or branch staff member. During peak usage hours, library staff reserves the right to shorten sessions in order to ensure equitable access to library workstations.

The library, in an effort to prevent overcrowding and to respect all users of the workstations, generally limits the use of computers to individual patrons. Exceptions can and will be made for those working on projects that legitimately require more than one person's input. If under the age of eighteen, library staff must verify that any additional minors accessing the Internet (besides the individual whose library card has been used to make use of the workstation) have been granted such access by their parent or guardian.

Black and white printing is available at a cost of \$0.10 per page. Color printing is available at a cost of \$0.50 per page. Patrons may save their work to the workstation's hard-drive but should be aware that this work will be retained on the computer for the remainder of the day unless manually disposed of by the patron. Any work left on the computer's hard-drive will be erased at the end of operating hours each day. This same rule applies to any software or downloads obtained by the patron on library workstations. Floppy disks are available for \$1.00 and USB Storage Devices are available for \$5.00 from the library. Currently, none of the library's workstations have the capability of "burning" information onto a compact disc, making the saving of newly created content on these devices impossible at the library. Patrons should feel free to bring in storage devices from home in order to access previously created content.

Users eighteen or older can request that the Internet filter used by Perry County District Library be deactivated. Also, parents or guardians of minors can request that the filter be deactivated for their minor child provided that they sit with the child and directly supervise his or her activities during his or her use of the Internet. Remote requests for such action will not be honored. All library policies regarding decency and propriety of Internet content continue to apply to those utilizing unfiltered access to the Internet.

Users shall avoid the sending, receiving, and displaying of text or graphics that may reasonably be construed as obscene, threatening, or offensive. This content is inappropriate for a library setting. Library staff has the authority to end an Internet session immediately and to suspend all library services for the patron for the appropriate period of time based on the Library's Code of Conduct if the policies and procedures are not followed. The library reserves the right to monitor computer stations for compliance of this policy.

The library reserves the right to change this policy as it sees fit.

Internet Access Agreement

I have read the Perry County District Library Internet Access Policy and Procedure Statements. By clicking the AGREE button below, I am agreeing to follow these policies and procedures while using the OPLIN workstations. I understand that if these policies and procedures are not followed, appropriate action will be taken and I may be denied future access to the workstations or the Library itself.