

**Uncle Remus Regional Library System
Committee of Chairs
1121 EAST AVENUE
MADISON, GA 30650
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May 21, 2014 at 10:00 AM

AGENDA

- I. Directors Comments Call to Order**
- II. New Business**
 - a. FY 2015 Budget**
 - b. Policy Manual – Internet & Computer Acceptable Use Policy**
- III. Old Business**
 - a. Director Position**
- IV. Executive Session**
- V. Adjournment**

INTERNET & COMPUTER ACCEPTABLE USE POLICY

Purpose:

URRLS provides **filtered** access to the Internet as a means of fulfilling its mission to "collect, organize and make accessible informational, educational, recreational, and cultural resources" to meet the changing needs of its patrons of all ages and cultural and economic backgrounds. URRLS views access to the Internet as a privilege of its patrons, not a right. The Regional Board supports the idea that all members of the community have free and equal access to the entire range of library resources, regardless of content, approach, format, or amount of detail.

Responsibilities of the Uncle Remus Regional Library System:

URRLS complies with all provisions of the Children's Internet Protection Act (CIPA) as codified at 47 U.S.C. § 254(h) and (l). The Internet is an unregulated and rapidly changing medium. It contains a wealth of diverse material that is personally, professionally, and culturally enriching to individuals of all ages, but it also contains materials that may be offensive, controversial, disturbing, illegal, harmful to minors, inaccurate, or incomplete. **URRLS does not monitor or control anyone's access to equipment or to the range of information available within the limits of state and/or federal law.** URRLS does restrict access to Internet content for *all* library computers through electronic filtering provided by the Georgia Public Library Service our current internet provider and/or internal measures. Even so, URRLS has no control over information accessed through the Internet and cannot be held responsible for its content. Provision of Internet access by the URRLS does not constitute an endorsement of any particular information contained on the Internet. URRLS shall have no liability for direct, indirect, or consequential damages related to the use of information accessed on the Internet from library equipment. Library patrons use the Internet at their own risk. Therefore, users are encouraged to evaluate the validity of information obtained from the Internet.

Responsibility of Patrons and Parents of Minors:

Patrons must present a PINES library card in good standing to use library computers (Patrons may use a computer if they have fines, but not if they have a status of BLOCKED in the circulation system or if they have long overdue or lost materials). Exceptions to this policy are allowable in instances such as out-of-state travelers, short-term guests in the community, and any other patron who, for one reason or another, is unable to satisfy the requirements to obtain a PINES card. Refusal to apply for a library card is not a satisfactory exception to this policy.

It is ultimately the patron's responsibility to ensure that they are able to use library computers and otherwise make full use of the library by being able to present their library card.

Individuals must accept responsibility for determining what is or is not appropriate for themselves. URRLS upholds and affirms the right of each individual to have access to constitutionally protected materials and also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources. Parents and guardians who wish to limit or restrict the access of their own children must personally oversee their children's use of the Internet and other forms of electronic information. Parents and guardians are encouraged to work closely with their children in the library and particularly on the Internet. Parents are expected to monitor and supervise their children's use of the Internet in selecting material that is consistent with personal and family values and is appropriate for the age and understanding of their children. URRLS does not and cannot provide this monitoring or supervision. Parents are encouraged to read "Librarian's Guide to Cyberspace for Parents & Kids," copies of which are available on the internet at: www.ala.org/parentspage/greatsites/guide.html.

By presenting proper photo identification, a current Georgia Library PINES card, and filling out and signing the appropriate form, library patrons, aged eighteen years or older, may request that filtering software be turned off on public Internet access computers. Filters shall be removed only from those computers approved by library staff. See "Request for Removal of Filter Software on Internet Accessible Computers."

Internet computers shall not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be considered obscene. Library employees are authorized to take prompt and appropriate actions to enforce the "Rules for Library Users Policy."

Internet users are reminded that:

Not all sources on the Internet provide accurate, complete, or current information.

Public library computer terminals are neither private nor secure. Users should exercise extreme caution about revealing any personal identification information (e.g., name, address, telephone number, e-mail address, social security number, age, or credit card number) over the Internet. Minors should **NEVER** disclose any personal identification information over the Internet.

If you receive an e-mail message from a person unknown to you or from an unfamiliar e-mail address, the best and safest policy is to delete it without opening.

Rules of Conduct for Use of Library Computers:

URRLS does allow access to its wireless network with personally owned computers. Patrons have access to a hardwired broadband Internet connection (T-1) at the library using computers provided by the library and in accordance with URRLS

policies and procedures. However, URRLS *does not* provide any kind of technical support to patrons that try to access the wireless capabilities with personally owned computers. Patrons *may not* access the Internet through the library's network (workgroup) with personally owned computers via a direct, hardwired connection (Cat 5 cable).

Internet computers shall not be used for illegal activity, to access illegal materials, to access child pornography, or to access materials, which by local community standards would be considered obscene.

Transmitting and/or receiving obscene materials and/or child pornography is a violation of law and is not permitted under any circumstances. Violation of this rule will subject a patron to criminal prosecution and result in immediate and permanent loss of library privileges.

Minors shall not use computers for any illegal activity, or to access illegal materials, child pornography, obscene materials, or materials "harmful to minors" as currently defined by law. **Violations of this rule may subject a patron to criminal prosecution** and will result in immediate loss of library Internet access privileges.

Installation, downloading, or modification of software is prohibited. Users shall respect copyright laws and licensing agreements. Users shall not make any attempt to gain unauthorized access to restricted computer files or networks, or to damage or modify computer equipment or software.

All computers, including laptops cannot be moved from their current locations.

Upon completion of an Internet access session, depending upon current demand for terminals, a user may be required to wait 30 minutes before signing up for another session or may be limited to a certain number of time slots per day.

Users shall respect the privacy of other users and shall refrain from attempting to view or read material being used by others, as well as to censor or comment on what others are viewing.

Users are warned that Internet access computers are not private, and that library personnel *may* access "tracing" files to maintain system integrity and to investigate suspected violations of law or policy.

The library's computers are set up for optimal usage by a single individual. With the exception of a minor, who must be accompanied by a parent or guardian during Internet access, only one user per computer terminal is permitted.

Computers may be used only for educational, informational and recreational purposes.

Any activity by a user that disturbs or distracts another user or staff member from his/her own library activity constitutes a violation of reasonable library behavior.

Termination or Prohibition of Access:

Misuse of library computers will result in the loss of computer privileges, potential loss of library privileges, and possible prosecution. Such misuse includes, but is not limited to, using the computer for illegal activities, hacking into the library computer system or any other computer system, damaging or attempting to damage computer equipment or software, interfering with systems operations, integrity or security, gaining unauthorized access to another person's files, sending harassing messages, altering or attempting to alter the library's computer settings, altering or attempting to alter the printer settings, and violating copyright laws and software licensing agreements.

Accessing web sites deemed to be graphically obscene by the library staff on an unfiltered computer shall result in the immediate revocation of Internet access for no fewer than six months.

All other violations of these rules will result in the loss of computer privileges for three months from the date of the violation at all URRLS facilities. A second violation will result in a loss of computer privileges for six months at all URRLS facilities. A third offense will result in a permanent loss of Internet access privileges at all URRLS facilities and a barring from services within the PINES region.

Right of Appeal:

An Internet user whose access session has been terminated or whose Internet access has been prohibited shall have the right to appeal and/or request that Internet access privileges be reinstated. An appeal must be in writing and submitted to the Director within five days of the termination or prohibition. Within ten days of receipt of the appeal, the Director shall review the matter and notify the patron in writing of his/her decision. If the Director's decision is adverse to the patron, the patron may appeal in writing within five days to the Regional Board, which shall thereafter consider the matter at its next regularly scheduled meeting, and issue its decision in writing within 30 days following that meeting. The decision of the Regional Board is final. No further appeals shall be considered. Temporary or permanent denial of Internet privileges at any URRLS facility will be effective at all URRLS facilities.