

# Internet Acceptable Use Policy and Guidelines

## Internet Acceptable Use Policy

We are pleased to offer our patrons access to the Internet. Access to the Internet helps fulfill the library's mission to promote education, information, intellectual stimulation, and recreation to the citizens of Two Harbors and the surrounding area.

The library has no control over the information accessed through the Internet. As an information resource, the Internet enables the library to provide information far beyond the confines of its own collection. Currently, however, it is an unregulated medium. As such, it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, but it also enables access to some material that may be interpreted as offensive, disturbing, or illegal. Further, not all sources on the Internet provide accurate, complete, or current information.

The Internet is a global entity with a highly diverse user population and information content. Library patrons use it at their own risk. The Library cannot protect users from materials they may find offensive. In choosing sources to link to our home page, we follow generally accepted library practices. Beyond this, the library does not monitor or control information accessible through the Internet and does not accept responsibility for its content. The Library is not responsible for changes in content of the sources to which it is linked, nor for the content of sources accessed through secondary links. The Library is not responsible for any online breakdowns by the Internet provider(s) nor for any virus downloaded by any user.

Note that restriction of a child's access to the Internet is the sole responsibility of the parent or legal guardian. As a result, you need to be aware of our library's Internet policy. For advice on internet safety for children, please refer to the SafeKids website, which has a number of online safety tips and tools available, located at [www.safekids.com](http://www.safekids.com).

### **Copyright:**

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the library expressly disclaims any liability or responsibility resulting from such use.

## Internet Acceptable Use Guidelines

**By using a public Internet workstation at the Two Harbors Public Library you agree to the following guidelines:**

- Use of most Internet workstations is on a first-come, first-serve basis. Users will need to sign in at the circulation desk and will have a limit of ½ hour; usage beyond ½ hour requires approval of library staff.
- Certain Internet computers may be available for reserving ahead of time. Sign up on the schedule at the front desk.
- The library's computers are wiped clean regularly, so it is suggested that patrons save any files to a personal portable memory device or to a personal account on an online file storage service. Staff is not available to instruct patrons on copying files to removable media or on uploading documents to the internet. The library is not responsible for downloaded viruses.
- Users may not connect their own equipment (printers, scanners, etc.) to library computers, with the exception of small devices like headphones, digital cameras, mp3 players, portable memory devices, etc. If an item is in question, it is up to library staff to determine whether it qualifies or not.
- You may download from the Internet within reason and within your session time. Users are expected to obey copyright, software, and data laws and regulations. No downloading or saving of any program to the hard drive is permitted without staff approval. Staff approval may or may not be granted during your current session.
- E-mail is not available, except through commercial services on the web such as Hotmail or Gmail. Staff is not available to help users access these commercial accounts.
- A public printer is available for printing documents. Please collect and pay for printouts at the front desk.
- No more than one person will be allowed at a computer station at one time, unless through prior approval by library staff.
- The library currently offers access to a wireless network. For guidelines and questions about connecting to the wireless network, please see the library's Wi-Fi policy.
- Library personnel will be available for initial help only, not for complete instruction or training on the computer or the Internet. Reference materials about computer and Internet use are available.
- Parents are encouraged to work closely with their children to select Internet sites and materials that are in keeping with personal and family values. The library is not responsible for what material children access over the Internet.
- All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided. Irresponsible, unethical uses of such resources include, but are not limited to, the following:
  - Using resources for unauthorized, illegal or unethical purposes
  - Making unauthorized copies of copyrighted or licensed software or data.
  - Violating the privacy of others by misrepresenting oneself as another user; attempting to modify or gain access to files, passwords, or data belonging to others; seeking unauthorized access to any computer system, damaging or altering software components of any network or database, or interfering with other patrons using the public access workstations.
  - Sending, receiving, or displaying text or graphics which may reasonably be construed as obscene. The Library interprets exposure to this material as sexual

harassment of library staff, volunteers, and patrons, therefore violating the Library's Unacceptable or Illegal Behavior Policy.

- Using Peer to Peer (P2P) networks (e.g., BitTorrent) to transmit, download, or upload files and peripherals that violate the library's Internet Acceptable Use Policy and/or United States Copyright Laws.
- Misuse or abuse of computer or Internet access will result in suspension of Internet access privileges. Persons using this equipment agree not to make any changes to the setup or configuration of the software or hardware. Damages to software or hardware may result in disciplinary or legal action including, but not limited to, liability for all damages caused including financial remuneration, and criminal prosecution under appropriate local, state, and federal laws.

**Due to the changing nature of computer services, policies are subject to change without notice, at the Library's discretion.**

*Adopted March 1997; Revised August 2010; Revised June 2012; Revised November 2015*