**Butler Memorial Library**

**Computer and Internet Use Policy**

**Purpose**

The mission of Butler Memorial Library (hereafter called the Library) is to provide free and open access to informational, educational, recreational, and cultural resources to serve the needs of Library patrons of all ages and backgrounds. The Library recognizes the vital role of technology in fulfilling that mission.

The Library provides free computer access, including access to the internet, Microsoft Office products, the Library catalog, electronic databases, selected other software applications, and educational games. The Library also provides wireless access to the Internet (Wi-Fi) for patrons who have their own computers and equipment outfitted for wireless connectivity.

**GENERAL RULES FOR USING COMPUTERS AT THE LIBRARY:**

*The following rules apply to patrons of all ages who are using a library-owned computer or their own computer in the library or on the library grounds:*

The library strives to balance the rights of users to access all types of information resources with the right of users and staff to work in a public setting free from disruptive sounds and visuals. The library’s computer terminals are located in public areas that are shared with library users and staff of all ages. Individuals are expected to respect others when accessing information or images.

The library will put forth its best effort to accommodate the needs of persons with disabilities.

Patrons who use Library computers or their own personal computers in the Library or its grounds are required to abide by the Library’s Computer and Internet Use Policy as well as any additional rules and/or time limits which are posted in the Library or its website. Use of any public access computer or wireless connection at the Library constitutes acceptance of the policy and related procedures.

Anyone who engages in unacceptable use or whose computer use disrupts library service, or violates library policies or procedures may have their library and/or computer privileges suspended or terminated, or may be asked to leave the Library. The Library reserves the right to terminate a patron’s computer use at any time and without notice.

Computers at the Library may only be used for lawful purposes. Transmission, viewing or printing of any material in violation of any federal, state or municipal statute or regulation is prohibited. This includes, but is not limited to copyright material, threatening, obscene or pornographic material, and material protected by trade secret.

Dissemination of obscene material is a misdemeanor in the state of Nebraska. Nebraska Law 28-813

Dissemination or public display of obscene matter containing visual reproduction of persons less than 17 years of age involved in obscene acts is a felony in the State of Nebraska. Nebraska Law 28-813.01

Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment is prohibited.

Users will respect copyright laws and licensing agreements. Users may not copy or distribute electronic materials without the explicit permission of the copyright holder, except as permitted by the principles of fair use. Responsibility for any consequences of copyright infringement lies with the users. The library expressly disclaims any liability or responsibility resulting from such use.

Users are cautioned that the Internet is not a secure environment. Users are warned that personal information n included in all transactions and communications may be subject to unauthorized access by third parties.

Patrons may not cluster around computers in a manner that creates an obstruction or creates noise that distracts others.

Cell phones must be set to silent while in the Library. Cell phone conversations must not disturb staff or patrons.

Patrons must use headphones when listening to audio content on computers, and must keep the volume low enough to not disturb others.

The Library is not responsible for any damages or malfunction of personal laptops or other equipment brought to the library for wireless connectivity. Electrical outlets are available for laptops. Library staff will not make adjustments to laptops.

It is important to conserve bandwidth. Downloading streaming audio and video may result in reduced bandwidth, which will slow down Internet access. Users may be requested to stop if circumstances warrant it.

**RULES FOR USE OF LIBRARY-OWNED COMPUTER WORKSTATIONS:**

*The following rules apply to patrons who are using library-owned computers:*

1. Furnas County residents who wish to access Library computers on a regular basis are requested to obtain a library card. Patron will sign in and sign out at front desk when using computers or laptops. Visitors may use computers by showing a photo ID (driver’s license).
2. Any block on a patron’s library card results in a denial of computer access. If access is denied, patrons must clear issues on their Library accounts before using a Library computer.
3. Because age-appropriate filters for the Internet are in place, patrons must furnish their birthdates.
4. Youth under age 18 may access the kids computers located in the kid’s room to play educational games and access the internet for educational purposes. The kid’s computers are set to a higher filter which does not allow chat. The north patron desktop computers and laptops are set to moderate level internet filtering; therefore youth under age 18 cannot access these computers unless monitored by a parent or guardian.
5. Users may not represent themselves as another person or use another person’s library card to access library computers. Violations may result in loss of computer privileges.
6. Library computers are available on a first come, first served bases. When all computers are in use, reservations may be made for the next available computer. Reservations will be held for 10 minutes only. Please call the Library if you cannot keep your reservation.
7. Patrons may not view obscene or pornographic sites or view images of a prurient nature. If this type of image is access inadvertently, please turn off the monitor and notify the Library staff immediately so that the filter can be adjusted. Deliberate access will result in loss of computer privileges.
8. The library’s computers do not allow users to retain documents or personal files on the hard drive. All files are automatically deleted whenever the computers are shut down. Patrons may save their data and files using USB flash drives or other personal storage media. The library is not responsible for loss of data that may occur when the computers shut down, or damage to personal storage media resulting from the information downloaded, computer malfunction, or computer virus.
9. All public workstations will shut down 15 minutes before the Library closes each day.
10. Patrons may not download or use their own software programs on the computers.
11. Patrons may not unplug, remove, modify or damage computer equipment or software in any way. Users may not attempt to reconfigure the system or interfere with the current system set-up.
12. Users will be held financially responsible for any damage computer equipment or software in any way. Users may not attempt to reconfigure the system or interfere with the current system set-up.
13. If a patron believes that a free program will be of general benefit or use to Library patrons, then a request for program installation may be submitted. The Library will evaluate the program and if it is deemed to be safe, of general benefit, and does not conflict with other programs, then that program will be added to all public access computers as time and staff permit.
14. In the interests of serving all patrons, the Library sets time limits on all workstations. The Library reserves the right to change the time limits at any time without notice. Online computer usage is limited to 2 hours per day, per person. Time is allotted for one hour blocks per patron. If no one wants to use the computer after an hour, the patron may continue until another patron requests its use.
15. Only staff members are authorized to turn computers on and off.
16. No more than two people may be seated at the computer station at any one time.
17. The adult area computers are designed for adult use (age 18 and older). Children and teens are encouraged to use their own designated computer areas. At no time may a person under 18 access computers unless a parent or adult guardian is sitting with him or her.
18. Library staff cannot provide extensive instructions to individual computer users. However, staff will provide assistance to patrons with questions about programs and equipment as time and knowledge permits.
19. The Library does not offer e-mail accounts. Patrons, age 18 and older may access their own web-based Internet e-mail accounts.
20. Information may be printed through the library’s print management system from the public-access computers at the cost of $0.20 per page for black and white and $0.25 per page for color. No printing is available from laptops. Patrons must ask for staff assistance when using their own paper for printing. The Library is not responsible for unwanted pages or incorrectly formatted print-outs.

**INFORMATION REGARDING INTERNET ACCESS**

Acceptable Use of Internet

Access to and use of the Internet is a privilege. Internet access should be used in a responsible and ethical manner consistent with the educational and informational purposes for which it is provided.

Unacceptable use includes, but is not limited to, the following purposeful, illegal and/or criminal activities:

* Using the Internet for any illegal or criminal purpose that violates local, state, or federal laws including, but not limited to committing fraud; hacking; or engaging in communications which are libelous or slanderous
* Viewing child pornography
* Deliberately displaying obscene and or pornographic images
* Violating copyright law or software licenses
* Compromising the privacy of users
* Attempting to gain unauthorized entry to the Library’s network or to cause degradation of system performance
* Attempting to install, delete, or modify Library software
* Attempting to install or run any programs that have not been installed by the Library
* Downloading software from the Internet onto Library computers
* Disrupting the intended use of the Library Internet computers

Inappropriate or illegal conduct will not be tolerated. It will result in forfeiture of Internet and/or Library use.

Internet Filtering

The Library complies with all federal, state, and municipal laws governing the use of computers in libraries, including the guidelines established by the Children’s Internet Protection Act (CIPA).

As required by CIPA, In order to remain eligible for certain federal funding, the Library has implemented commercial filtering software on all of its Internet-accessible computer terminals. The filtering software protects against access to visual depictions of obscenity, child pornography, and in the case of persons under the age of 18 year, materials that are “harmful to minors.”

Users should be aware, however, that all currently available filtering software results in a degree of both “under-blocking” and “over-blocking”. The Library cannot and does not guarantee that the filtering software will block all obscenity, pornography, or materials that are harmful to minors. Nor can the Library guarantee that the filtering software will allow access to all sites that may have legitimate research or other value.

An authorized staff member may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.

As with all Library resources, the Library affirms the right and responsibility of parents/legal guardians/adult caregivers, not Library staff, to determine and monitor minor children’s use of the Internet and use of Library resources and facilities.

Children’s Use of the Internet

The Library is aware of parental and governmental concerns about child safety on the Internet. The Library also cares deeply about children and has put in place policies and procedures to ensure children have an enriching and safe online experience.

Parents, guardians and caregivers are encouraged to work with their children to develop acceptable rules of Internet use. It is their responsibility to set standards and guideline and to decide which Library resources and Internet websites are appropriate for their children. Library staffs are available to assist parents and their children with Internet use and help identify appropriate Internet sites. The Library has neither the right nor the responsibility to act in place of a parent, guardian, or caregiver, and assumes no responsibility for the use of the Internet by minors.

The following suggestions for parents, guardians and caregivers are for their children’s safety while accessing the Internet:

* Establish your own family rules and guidelines for Internet use.
* Teach your children never to give out their names, addresses, phone numbers or other personal, identifying or family information.
* Get to know the sites your children use by viewing them.
* Encourage discussion about all sites including those that make your children feel uncomfortable.
* Make sure your children never arrange a face-to-face or telephone meeting with another Internet user, regardless of how “nice” or “friendly” the user may seem.

Parents are encouraged to read “Child Safety on the Information Highway,” on the Internet at [www.safekids.com](http://www.safekids.com).

**DISCLAIMER**

The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The Library cannot control or monitor material which may be accessible from Internet sources, nor is the Library responsible for changes in content of the sources to which it links, or for the content of sources accessed through the secondary links.

Library patrons use the Internet at their own risk. Individual users must accept responsibility for determining which electronic resource they will access and the relative value of the content. Since the Internet is not secure, each user accepts personal and financial responsibility for the information transmitted or received. In the case of minors, it is a joint responsibility of the user and the parent, guardian, or caregiver. The Library, unlike schools, does not serve in place of a parent. Library staff cannot act in place of parents by supervising children as they explore the Internet. The responsibility of what minors read or view on the Internet rests with parents, guardians, or caregivers.

Each user agrees to indemnify and hold harmless the Butler Memorial Library, it’s Board, Director, Staff, and the City of Cambridge from any claims resulting from his or her use of the Internet at the Library.