

## Mendon Library Computer and Internet Acceptable Use Policy

### Computer and Internet Access

The Mendon Library provides computers and access to the Internet for the use of library patrons. Wireless internet access is available at the library. The signal is filtered but not secure. Library staff will not accept liability or provide technical support for personal computers.

### Content Filtering

In accordance with the Children's Internet Protection Act (CIPA) and Utah State Code Section 9-7-215, the Mendon Library maintains a "technology protection measure" (filter) to restrict access to visual depictions that are considered to be child pornography, harmful to minors, or obscene.

### Conditions of Service

**Patrons will need to sign in on the computer sign-up sheet located at the library front desk before using the computers.** Once signed in they may use the computer for the allotted time of one hour per day. If after one hour there are other patrons waiting to use a computer, they will be asked to sign off from the computer. If there are no patrons waiting, they can use the computer for the maximum allotted time of two hours per day. If the patron is using the computer for work or educational purposes they will need to notify a library staff member at the front desk that they will need additional time on the computers. Computers left unattended will be reassigned to another patron.

Computers may be used by patrons ages 12 and up. If a patron is under 12 they will need to be accompanied by a parent or guardian while using the computer. If a parent leaves a child under the age of 12 unattended at the computer, a library staff member will politely ask the child to sign off from the computer. **Parents are responsible for their children's use of library materials, including computer software, hardware, and Internet service.**

Printing and copying services are available for all patrons. All copies must be paid for prior to printing. Black and white copies are .10 per copy per side. Color copies are .50 per copy and per side. Copies will be collected from the printer for the patron by a library staff member.

### Acceptable Use

#### **The Mendon Library will:**

- Assist patrons in using the computers and the Internet to the extent that time, other duties,

and patron demands allow.

- Use filtering software in an attempt to make Internet content at the library match as closely as possible the types of materials in the library's collection.
- Restrict access to sites that contain obscene materials.

**The Mendon Library will NOT:**

- Be responsible for the availability, accuracy, or content of information accessible via the Internet.
- Guarantee that the filtering software in use will be completely effective.
- Accept responsibility for the use of the Internet by minors or other patrons.
- Accept responsibility for damage to a user's USB or user's computer, nor for the loss of data or information, nor for liability that occurs from the patron's use of the library's Internet connection or library software or hardware.
- Staff and Volunteers are not allowed to assist patrons with any information that includes tax documents, driver's licenses, social security cards, emails, and any other form of personal information. Patrons will need to bring a friend or relative to assist them with these needs.

**Computer Users Agree to:**

- Be courteous and respectful to other library patrons by keeping the noise level to a minimum.
- Comply with all rules, procedures, and restrictions developed by the library staff and/or board.
- Accept responsibility for determining that the information they access is reliable, acceptable and suitable to their and/or their children's needs.
- Users accept responsibility for the security of the information they give on the web, such as personal information and credit card numbers.
- Use email within the guidelines of this policy and at the discretion of the library staff.
- Respect copyright laws and licensing agreements.

**Computer Users agree to NOT:**

- Send or receive offensive, pornographic, or illegal information.
- Use the library's computers for illegal activities, advertising, lobbying commercial purposes or funded research.
- Modify library hardware or software.

**Enforcement**

Violation of the rules, responsibilities, and agreements set forth in this policy and violations of Utah State Code 76-6-703 and Utah Code Annotated 9-7-215, may result in disciplinary action. At the discretion of the library staff, loss of library privileges may occur. Severe violations may result in legal action. Appeal of this decision may go to the Library Board. Administrative procedures and guidelines are posted in the library for the staff and patrons to follow. Procedures regarding complaints about computer and Internet use policy are also available at the library.

**Exception to Policy**

In rare circumstances an adult patron may submit a written request for a policy exception for research or other lawful purposes. However, the Mendon Library Board discourages use of this exception. Approval of the written request will be considered by a subcommittee of two members of the Library Board, and the library director. Upon approval the library may disable a "technology protection measure" (filter) to enable access for research or other lawful purposes.

**Revised and approved by the Library Board:****May 26, 2022****June 24, 2020**