

**Computer Usage, Internet Safety Policy
and
Computer Use Rules and Disclaimer**

Purpose: Computer use includes the management of computer data networks and the resources they make available, as well as stand-alone computers that are owned and administered by Columbia County Rural Library District. Computer use is an integral part of library activities. Therefore, this policy reflects the ethical principles of the Columbia County Rural Library District and indicates, in general, the privileges and responsibilities of the Library computing environment.

Policy: The Columbia County Rural Library District provides access to the Internet to facilitate research, learning, cultural enrichment, recreational pursuits, and personal development. All applicable Columbia County Rural Library District rules, regulations and policies apply to all patrons at all times. Policies and procedures for gaining access to and making optimum use of Library computing resources are available to patrons at the Library and on the Library's Web site. Any illegal activity is subject to Federal and State law whether on a Library owned computer or patron's own mobile device.

1. **Intent --** It is the intent of the Library to be a non-public forum that offers filtered access to the Internet on all computers.
2. **Information Control --** The Library cannot control the information available over the Internet and is not responsible for its content, which may be inaccurate, incomplete, dated, offensive, disturbing, and/or illegal. Access the Internet at your own risk.
3. **Access --** Access to obscenity, child pornography, material harmful to minors, on-line gambling, or any illegal activity is not permitted on Library computers.
 - 3.1 Child pornography as defined by Washington RCW 9.68A.070 and United States Code 18 U.S.C. 2256
 - 3.2 Sexual exploitation and other abuse of children as defined by United States Code 18 U.S.C. 2256
 - 3.3 Harmful to minors as defined by United States Code 18 U.S.C. 2246
 - 3.4 Online gambling as defined by United States Code 18 U.S.C. 1084
 - 3.5 Obscenity as defined by United States Code 18 U.S.C. 1460 and Miller v. California 413 U.S. 15, 25 (1973)
4. **Unauthorized disclosure --** use or dissemination of personal information regarding minors is not permitted on Library computers.
5. **Good faith --** The Library is acting in good faith by using a filter to block obscene material, child pornography, material harmful to minors, or on-line gambling but is not responsible for Internet content or any filtering errors.
6. **Disabling the filter --** Library Director or designated Library staff may disable the filter, upon request, in the following situations:
 - 6.1 When an Internet site is erroneously blocked by the filter; provided, however, the site is not obscene, does not depict child pornography, is not material harmful to minors, or does not involve on-line gambling.

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- 6.2 For patrons 17 and older, the filter may be disabled in a timely manner for any lawful purpose.
 - 6.2.1 Disabling permitted for adults 47 U.S.C. 254(h)(6)(D)
 - 6.2.2 Disabling permitted for adults and minors 20 U.S.C. 9134(f)(3)
 - 6.2.3 Unblock the filtering mechanism altogether – Tr. of Oral Arg. 11

7. **Access by patrons under the age of 17 --** Parents or guardians shall be responsible for assuring that children are cared for, safe, and secure when visiting the Library.
 - 7.1 Patrons under 17 years of age are allowed only filtered access to the Internet.
 - 7.2 Patrons under 17 years of age must have parental or guardian permission to access the Internet. Parents or guardians shall guide, determine, and monitor their child’s use of the Internet, email and other forms of direct electronic communications.
 - 7.3 Parent/guardian with a child under 17 years of age, working together on a computer is required to use filtered Internet access.

8. **In-Library Access --** Prospective users must have 1) valid library card that is in good standing or be properly identified; 2) must sign an Internet Use Contract. (Good standing – shall mean the prospective user has no overdue materials or lost materials not returned or paid for).

9. **Unauthorized Access --** Users may not use computing resources to gain unauthorized access to local or remote computers or to impair or damage the operations of the Library computers, networks, or peripherals. This includes, but is not limited to, blocking communication lines and running, installing or sharing virus programs. Any attempt to circumvent data protection or other security measures is prohibited. The Library “Patron Code of Conduct” shall also apply to the use of all computers.

10. **Software --** Patrons shall not install software on Library computers.

11. **Data --** Data shall only be stored on floppy diskette or some library computers have USB ports on the front panel of the computer case. You may try to use portable USB storage devices that do not require installing special software or drivers. Library staff will not provide technical support for these devices.

12. **Ethical Use --** Library Computing resources should be used in accordance with the ethical standards of the Library.
Examples of unacceptable/inappropriate use of the computers may result in revocation of computer use privileges. “In appropriate use” includes, but is not limited to (some of which may also have legal consequences):
 - 12.1 Using the computer for illegal activities;
 - 12.2 Hacking or accessing a computer system without access;

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- 12.3 Damaging or attempting to damage computer equipment, software, or data belonging to the Library;
 - 12.4 Interfering or attempting to alter software configurations, install software or alter the operations, integrity or security of library systems in anyway;
 - 12.5 Gaining unauthorized access to another person's files;
 - 12.6 Harassing other computer users and persons;
 - 12.7 Unauthorized use of library accounts, access codes, or network identification numbers assigned to others;
 - 12.8 Violating copyright laws and software license agreements:
 - 12.8.1 Do not make unauthorized copies of copyrighted or other protected material;
 - 12.9 Violation of another patron's privacy;
 - 12.10 Any Internet site that is offensive to another person in the library, including staff, may be subject to termination where the patron will be asked to get out of that site, leave the computer, or be disbanded from future computer use entirely if the occurrence is continually repeated;
 - 12.11 Violating this policy in any manner;
13. **Computer Stations** -- Library computer stations are set up for optimal usage by a single individual.
- 13.1 In some cases, such as parent/guardian with a child, it may be important for two or more people to work together at a computer.
 - 13.2 Because of limited space, a maximum of two persons may sit/work together at any one computer.
 - 13.3 If two or more people 17 or over are using a computer, at least one person must have a library card.
 - 13.4 If two or more people under 17 are using a computer, each person must have a valid library card and parental approval with a signed agreement on file by the parents.
14. **Confidentiality** -- Library records are confidential in accordance with Washington RCW 42.56.310. In general, the Library will treat information stored on Library computing resources as confidential, whether or not that information is protected by the computer operating system. Requests for disclosure of information will be honored only under one of the following conditions:
- When approved by the appropriate Library administrator;
 - When authorized by the owners of the information;
 - When required by local, state or federal law.

Except when inappropriate, patrons will receive prior notice of such disclosures. Viewing of information in the course of normal system maintenance does not constitute disclosure.

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Patrons who use electronic mail systems should be aware that electronic mail in its present form cannot be secured and is, therefore, extremely vulnerable to unauthorized access and modification.

15. **Cooperative Use** – The Library endorses the practice of cooperative computing. This includes:

- Refraining from overuse of connect time, information storage space, printing facilities or processing capacity;
- Refraining from overuse of interactive network utilities;
- Refraining from use of sounds and visuals which might be disruptive to others;
- Refraining from use of any computing resource in an irresponsible manner.
- Please respect the privacy of others
- Help conserve paper by printing only what you need. Take anything you print when you leave.

16. **Sanctions** – Violators of Library computing resource use policies will have their Library privileges suspended or revoked in the sole discretion of the Library Administration. Violations of policies described above for legal and ethical use of Library Computing Resources will result in the suspension or revocation of Library privileges in the sole discretion of the Library Administration. Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.

17. **Internet Disclaimer**

Since the Internet is a global electronic network, there is no state/county control of its users or content. The Internet and its available resources may contain material of a controversial nature. The Library cannot protect patrons from all offensive information. Parents of minor children must assume responsibility for their children's use of the Internet through the Library's connection. Library staff cannot control the availability of information links, which often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information.

The Columbia County Rural Library District assumes no responsibility for any damages, direct or indirect, arising from use its WWW Server or from its connections to other Internet services.

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18. Limitations of Liability:

All patrons who wish to use the Library's computing resources are required to click on "I Agree" to the following "Limitation of Liability" statement:

“LIMITATION OF LIABILITY”

By logging on to this computer you (the user) acknowledge you have read and understand that Columbia County Rural Library District Computer Usage, Internet Safety Policy, and you agree to fully comply with all terms, conditions and requirements of the Computer Usage, Internet Safety Policy. You acknowledge and agree that any violation of the Computer Usage, Internet Safety Policy will result in suspension or revocation of Library privileges in the sole discretion of the Library Administration.

The user also acknowledges that the Columbia County Rural Library District assumes no liability for any loss or damage to the user's data, or for any damage or injury arising from invasion of privacy in the user's computer accounts, programs, or files. In consideration for use of Library computer resources, you (the user) agree to hold harmless and indemnify Columbia County Rural Library District, its director, officers, administrators, employees, and agents, from any and all liabilities for any claims, demands, and damages to your person or property whatsoever.”

Library Computing Resource Use Procedure

Scheduling Rules:

1. Sign up at service area information desk;
2. Use of Library computing resources is on a first-come, first-served basis.

Required Identification

1. Patrons with a valid library card who have signed an Internet Use Contract may use public use computers;
2. Visitors age 17 and over may use the public use computers if there is a computer available and no one is waiting to use a computer.
3. Patrons with a valid library card under 17 may use computers if parent or guardian has signed the Internet Use Contract in the presence of a library employee.
4. Patron may not use someone else's library card to use a computer.

Time Limits Per Day

1. Patrons with a library card may use the computers for 1 hour (60 minutes per day)
2. Visitors 17 and over may use computers for 30 minutes per day for personal use without having a library card when there is a computer available;
3. Patrons may request an additional hour (60 minutes) per day if there is a computer available and no one is waiting to use a computer.
4. Visitors may request an additional 30 minutes per day if there is a computer available and no one is waiting to use the computer;

Failure to follow these rules may result in loss of your computer privileges and/or criminal prosecution.

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POLICY SUBJECT TO REVISION

The Columbia County Rural Library District affirms its commitment to help patrons use the Internet effectively. The Library District will continue to monitor changes and trends in Internet technology that could improve our ability to provide electronic access for Library patrons and will revise this policy as necessary.

Adopted