

INTERNET AND ELECTRONIC RESOURCES USE

1. LIBRARY POSITION

It is the intent of the Park City Library to provide equal access to electronic information and resources which meet the recreational, educational and general information needs of our diverse population. These resources include, but are not limited to the internet. Electronic information resources allow the Library to enhance collections and services by providing access to information and educational materials worldwide.

The Park City Library staff will develop electronic information resources that are consistent with the ethics, principles and goals stated in the Library's Materials Selection Policy. Electronic information resources are subject to the same quality standards, evaluation and materials selection policies as all other Library materials.

2. GENERAL POLICY SCOPE

The Park City Library electronic resources use policy applies specifically to computers and networks under direct Library supervision. Employees of the Library will also be subject to computer, internet and e-mail use policies outlined in the City's Personnel Policy and Procedures Manual.

At all times, Library staff and public users are expected to observe common rules of network etiquette.

The Library will provide access to the internet via an Internet Service Provider (ISP).

3. SECURITY RESPONSIBILITIES

The Park City Library will utilize appropriate technology to protect the physical integrity of computer hardware, software and databases in the Library. These actions can only provide resistance to disruption and are in no way considered as insurance against loss of data or damage to equipment.

The Park City Library does not provide data storage on the terminals available to Library patrons, but information may be saved on removable storage devices. Patrons who attempt to store or load unauthorized software on the library network or hard drives are at risk of losing their access to the Library's electronic resources.

4. INDIVIDUAL SECURITY

Since electronic and network security measures do not guarantee individual privacy and confidentiality, individuals must accept responsibility for the integrity of their interactions on electronic networks.

Library staff with password access to electronic networks is responsible for maintaining the security of their passwords.

5. ACCEPTABLE USE STATEMENT

5.1 LEGAL USE

Library computers and networks shall not be used for any purpose, or in any manner that violates local, state or federal law. Violations will be reported to law enforcement authorities and may result in prosecution as well as the loss of Library internet privileges. Examples of illegal uses or actions include, but are not limited to:

- Viewing or sending obscene material in violation Utah Code (U.C.) 76-5b-103, 76-5b-201, 76-5b-202, 76-5b-203, and United States Code (U.S.C.) Title 18 Chapters 71 and 110, and other sections.
- Installing programs, uploading/downloading software or information from personal storage devices, CDs/DVDs or the internet at Library workstations in violation of U.C.13-40-301 and other sections.
- Damaging the Library's computers, attempting to access internal networks or change software/hardware settings, including security settings in violation of U.C.13-40-301 and other sections.
- On-line harassment, including violations of 18 U.S.C.2261A.
- On-line gambling, in violation of U.C. 76-10-1102 and 31 U.S. Code 5362.
- Unauthorized use of computer accounts access codes, or network identification numbers in violation of 76-6-703 or malicious cyber activity in violation of 13-5a-102 and 13-5a-103.
- Disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyright-protected material in violation of U.S.C. Title 17 and U.C.13-10a and other sections.
- Violations of network usage policies and regulations.
- Violations of software license agreements, in violation of 13-5a-102 and 13-5a-103 and other sections.
- Libel or slander in violation of U.C. 45-2-2 et seq.

5.2 COMPUTER ETIQUETTE

Computers and networks should be used in accordance with the ethical standards of the Park City Library. The Library considers unethical use to be just cause for taking disciplinary actions, including termination of internet or Library privileges or any other legal remedy.

Examples of unethical use that could lead to disciplinary actions include, but are not limited to:

- Violation of time limits
- Violation of another user's privacy
- Unauthorized signing in under someone else's name
- Disrupting another user

5.3 ONLINE ACCESS POLICY

The Park City Library's Online Access Policy prohibits access by minors to internet or on-line sites that contain obscene material, child pornography and/or materials harmful to minors. Minors are individuals under the age of 18. This policy was established to meet the requirements of U. C. 9-7-213, 9-7-215 and 9-7-216 for the purpose of preserving the Library's eligibility to receive any and all state funding for which it qualifies. In furtherance of this policy, the Library has installed technology protection devices (filters) designed to meet the requirements of the Utah Code as cited above, on all publicly accessible computers. Additionally, in order to meet the requirements of the Federal Children's Internet Protection Act for the purpose of preserving the Library's eligibility for any and all federal funding for which it qualifies the Library has installed technology protection devices (filters) on all staff-only-accessible computers.

Disabling Provision: In compliance with U. C. 9-7-215(4) any adult patron (18 years of age or older) may request that the technology protection device (filter) be disabled at any time and for any period of time during which the patron is using the computer. Such request can be made to any library staff. All library staff has the authority to disable technology protection devices (filters).

Administrative procedures and guidelines for staff to follow in enforcing the Online Access Policy have been established and are available at the Circulation/Reference desk.

The Online Access Policy is enforced by Library staff as follows:

- Internet users are required to sign in using the electronic reservation system.
- Users must read and accept the Park City Library Online Access Policy Agreement before being allowed to access the internet. Users not accepting the Online Access Policy terms will be denied access to the internet.
- The Online Access Policy is enforced on a complaint basis as well as by monitoring by Library staff. Any verified subsequent report or observed violation of the Online Access Policy will result in immediate termination of that user's internet privileges.
- Complaint forms concerning the Online Access Policy or its enforcement are available at the Information Desk. All complaints are forwarded to and given consideration by the Library Director.

5.4 ONLINE ACCESS POLICY AGREEMENT

The Online Access Policy Agreement reads as follows:

Computer and Internet Use Agreement

I agree to use Park City Public Library computers in a responsible manner and to follow all rules concerning limited computer time. I will not use the internet for any purpose prohibited by federal, state or local laws or regulations. I will not misrepresent myself by any means and will use only the library card authorized for my use. I will not alter hardware or software, nor make copies of copyrighted or licensed material or data unless such use is authorized.

I understand that the Library is compliant with U.C. 9-7-213, 9-7-215 and 9-7-216 and the Federal Children's Internet Protection Act (CIPA), and uses filtering software to screen out sites which may provide access to visual depictions that are obscene, child pornography, or harmful to minors. I will not send, receive or display visual depictions that are obscene, child pornography, or harmful to minors.

I agree to use appropriate discretion when viewing materials and will refrain from displaying materials on a terminal when so requested by Library staff. The Library's policy details customer standards of conduct and procedures related to the violation of these standards. Customers may request a copy of this policy from Library staff.

I understand that failure to comply with this Agreement may result in the loss of

Library privileges, up to and including permanent trespass from all Park City Public Library facilities. The Library has no control over information obtained through the internet and cannot be held responsible for its content or accuracy.

The Library assumes no responsibility for damages, direct or indirect, for the use of the internet including, but not limited to, damage to the user's computer equipment.

I accept these terms of use.

The Internet and Electronic Resources Use Policy is available at the circulation/reference desk for review or online at www.parkcitylibrary.org.

6. DISCLAIMER

6.1 CONTROVERSIAL MATERIALS

Electronic information resources provide a wealth of education, recreation, and outreach opportunities for the community. However, some information accessed through these resources may be objectionable, offensive, misleading, or illegal.

The Library has installed filtering software to block pornography but cannot guarantee that software will block 100% of such materials. The library cannot censor access to materials nor protect users from all information which they may find offensive.

6.2 ACCESS FOR MINORS

As with other Library materials, restriction of a child's access to the internet is the responsibility of the parent/legal guardian. The Library encourages parents to learn and explore the internet with their children and to supervise their use.

Please refer to our Children's Internet Policy for more information.

6.3 AVAILABILITY AND VALIDITY

Park City Library staff cannot control the availability of information links to external networks. The Library also has no means of verifying the accuracy, content, or currency of information accessed from computer networks.

6.4 DAMAGES / RISK

The Park City Library assumes no responsibility for any damages, direct or indirect,

arising from use of its terminals or from its connections to external networks. Users use the equipment and network connections at their own risk.

7. **PRINTING CHARGES**

The Library charges for printing from electronic resources.

8. **TIME LIMITS AND OTHER RESTRICTIONS**

The Library enforces time limits when others are waiting. The use of the computer in the Children's, Youth and Teen areas are recommended for persons under 18 years of age, or to parents or guardians using the computer with their children.

9. **WIRELESS ACCESS POLICY**

The Library offers free filtered internet access points or "hot spots" for library users with appropriately equipped wireless devices during library business hours. Users agree to abide by the Library's Online Access Policy when accessing the wireless network. All liability and risk lies with the user. No other technical assistance is available.

Approved by Library Board, June 2016

INTERNET POLICY FOR YOUTH SERVICES COMPUTERS

The Park City Library provides access to a broad range of information resources for children, including those on the internet. The Park City Library is especially concerned with children's use of the internet. Although our policy specifically forbids the viewing of pornography and obscenity by anyone, we intend to make an additional effort to enforce this policy with children using the internet in the Children's area, Youth area, and Teen area.

The Park City Library:

- Will provide access to the internet for children under age 18 in the Children's, Youth and Teen areas as part of our mission "[t]o provide information in a variety of formats that educates, inspires and entertains."
- Will assist young patrons in using the internet to the extent that time will allow.
- Will use filtering software on the Children's, Youth and Teen computers to limit access to certain sites, in an effort to make internet content accessed at the Library match as closely as possible the types of materials selected for the Library's Juvenile Collection. The software that is installed restricts access by all patrons to internet sites that contain potentially obscene material.
- Cannot guarantee that its filtering software will be totally effective in filtering material not intended for children, youth, and/or teens.
- Cannot be responsible for the availability or accuracy of information accessible via the internet. The internet is an unregulated medium, with access points and content which change rapidly and unpredictably.
- Cannot guarantee the security of any personal information transmitted via the internet using the Library's connection.
- Will not accept responsibility for the use of the internet by children and young people. Responsibility for the use of all Library materials, including internet resources, rests with parents or legal guardians.

Parents are encouraged to work closely with and supervise their children to ensure that children's use of internet resources is consistent with their family's values.

Approved by Library Board, June 2016