

ELECTRONIC USE POLICY

It is the intent of the Park City Library to provide access to electronic information and resources that meet the recreational, educational, and general informational needs of our diverse population. Electronic information resources allow the Library to enhance collections and services by providing access to information and educational materials worldwide.

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. It is the goal of the Library through the Electronic Use Policy to clearly outline acceptable use of electronic resources through the Library.

The Park City Library's Electronic Use Policy applies specifically to computers and networks under direct Library supervision. Library computers, hotspots and Wi-Fi are filtered. Employees of the Library are also subject to a filter device and abide by the computer, internet and e-mail use policies outlined in the City's Personnel Policy and Procedures Manual.

The Park City Library does not provide data storage on terminals available to Library patrons, but information may be saved on removable storage devices. Installing or attempting to install unauthorized software on the library network or hard drives is prohibited and may result in a loss of access to the Library's electronic resources

The Library utilizes 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 that they may find offensive.

Electronic and network security measures do not guarantee individual privacy and confidentiality. Individuals are personally responsible for the integrity of their interactions on electronic networks.

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.

COMPUTER ETIQUETTE

Computers and networks should be used in accordance with the Acceptable Use Statement of the

Park City Library. Unacceptable use may result in a loss of privileges, including termination of internet access, Library privileges, or any other legal remedy.

Examples of unacceptable 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

ACCEPTABLE USE

The use of Library computers and networks for any purpose or in any manner that violates local, state, or federal law is prohibited. Violations will be reported to law enforcement authorities and may result in prosecution as well as the loss of Library internet privileges. The following activities are specifically prohibited:

- Viewing or sending material that is obscene, pornographic, or child pornography 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 concerning obscenity or sexual exploitation.
- Installing, uninstalling, or altering any software or hardware without the express permission of authorized library staff.
- Engaging in any activity intended to compromise the security or proper operation of internal or external computers or network systems.
- Engaging in any activity intended to compromise the privacy of other users or obstruct the work of others.
- 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 concerning spyware.
- On-line harassment, including violations of 18 U.S.C. 2261A concerning stalking.
- 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 U.C. 76-6-703 or malicious cyber activity in violation of U.C. 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 U. C. 13-5a-102 and 13-5a-103 and other sections.
- Libel or slander in violation of U.C. 45-2-2 et seq.
- The Library enforces time limits when others are waiting.

ONLINE ACCESS POLICY

In accordance with the federal Children’s Internet Protection Act (CIPA) and Utah Code § 9-7-215, the Library has installed technology protection devices (filters) on all Library computers to block internet or online sites that contain visual depictions of obscene material, child pornography, or materials harmful to minors.

Disabling Provision: 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 have the authority to disable technology protection devices (filters).

The Library offers free filtered internet access points. 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.

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 report or observed violation of the Online Access Policy may result in immediate termination of that user’s internet privileges.
- Administrative procedures and guidelines for staff to follow in enforcing the Online Access Policy will be available at the Information desk.
 - To appeal any actions taken concerning the Online Access Policy, patrons will fill out a Reconsideration Form, available at the Information Desk. All Reconsideration Forms are forwarded to and given consideration by the Library Director.

ONLINE ACCESS POLICY AGREEMENT

The Online Access Policy Agreement reads as follows:

Computer and Internet Use Agreement

I agree to use Park City 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 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 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 Electronic Use Policy is available at the information desk for review or online at www.parkcitylibrary.org.

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.

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.

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 "to 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, 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.
- Recommends the use of the computers in the Children's, Youth and Teen areas for persons under 18 years of age, or for parents or guardians using the computer with their children.

Original date of adoption by Library Board, April 2006.
 Effective date of last review, May 2022.