

CHARLOTTE HOBBS MEMORIAL LIBRARY

Computer & Internet Use and Safety Policy

PURPOSE

The mission of the Charlotte Hobbs Memorial Library (CHML) is to bring people, information and ideas together to inspire lifelong learning, advance knowledge and strengthen our community. In service of this mission, this Policy provides guidance for the Patrons' use of the CHML Devices, WiFi and Internet gateway to enhance the information and learning opportunities

DEFINITIONS

CIPA – The Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)], as amended by the Protecting Children in the 21st Century Act.

Device – This includes the CHML's public computers and tablets and Patrons' laptops, tablets, mobile phones and watches and any other equipment capable of connection to the Internet, whether by wired connection or over the CHML's WiFi.

Director – A salaried employee hired by the CHML Board of Trustees as Library Director to manage and promote the CHML, or the Acting Library Director if the Library Director position is vacant.

Patron – Any CHML visitor.

POLICY

Access to the Internet is available to all Patrons; however, this service may be restricted at any time for use not consistent with the guidelines.

1. **General.** It is the policy of Charlotte Hobbs Memorial Library (CHML) to:
 - a. Prevent Patron access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
 - b. Prevent unauthorized access and other unlawful online activity.
 - c. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
 - d. Comply with CIPA.
2. Parents of minor children must assume responsibility for their children's use of the library's computers and Internet service. All users of the CHML's public computers must sign the log-in chart prior to beginning their session.
3. The CHML's public computers are available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computers.
 - a. There is no charge for use of the desktop computers at the CHML, but in order to make the service available to as many patrons as possible, a time limit will apply,

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as described in the Use Guidelines, below. Library staff is available for general assistance in using the computers, but are not expected to train Patrons in the use of application and programs.

- b. The CHML maintains laptops and tablets/e-readers that may be checked out for use outside of the library. Lending periods for checking out these Devices are covered in the Lending Policy.
 - c. A printer is available. Printer paper will be provided at a rate established by the Director, and must be paid for at the conclusion of the session.
 - d. A photocopy machine is available to patrons who wish to copy materials at the rate established by the Director.
4. **Warnings.** The Internet is a decentralized, unmoderated global network; the CHML has no control over content found there.
- a. The CHML will not censor access to material nor protect adult Patrons from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.
 - b. The CHML cannot assure that data or files downloaded by Patrons are virus-free, and it is not responsible for damage to equipment or data on a Patron's personal Devices from the use of data downloaded from the library's Internet network.
 - c. Use of the Internet and e-mail by Patrons while at the CHML is not guaranteed to be private.
 - d. Messages relating to or in support of illegal activities will be reported to the proper authorities.
5. **Use Guidelines.** Users may use the Internet for research with their own Devices or on CHML equipment that is provided for public use, including desktops, laptops and chromebooks for use at the library, and mobile hotspots and tablets/e-readers that may be checked out for home use. Information acquired using the CHML network and Devices may be used by Patrons for their educational, vocational, cultural, and recreational needs.
- a. Users may utilize power outlets inside the library to charge their own Devices provided that their power cords do not interfere with circulation paths of other library Patrons. Users should limit their charging time to a maximum of 30 minutes when other Patrons are waiting to access the outlet.
 - b. Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use an e-mail service that will establish and maintain an account for them; the CHML is unable to provide, supervise or manage e-mail accounts for any organizations or individuals not affiliated with the CHML.
 - c. Computer and Internet use on CHML equipment that does not circulate outside of the library is offered to Patrons in 30-minute sessions, available on a first-come, first-served basis. Each user is allowed one session and, if there is no other Patron waiting for the equipment at the end of a session, the user may have another session; but after having had the service for 30 minutes a user

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must surrender use of the non-circulating CHML equipment if another Patron requests to use it. If using CHML laptops or chrome-books within the library, Patrons agree to use security locks provided by the library.

- d. Patrons shall respect and uphold copyright laws and all other applicable laws and regulations, and may not use any of the CHML Devices (circulating and non-circulating) for illegal purposes. Similarly, Patrons may not use the CHML's Internet gateway for illegal purposes, neither on CHML Devices nor on their own personal devices.
- e. Patrons will respect the rights and privacy of others by not using the CHML Devices, WiFi access, or the CHML Internet gateway to access private files of the CHML or any other person, or engage in other inappropriate network usage, including but not limited to: (i) unauthorized access, including "hacking," and (ii) any unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- f. Patrons agree not to incur any costs for the CHML through their use of the CHML Devices, WiFi access, or the CHML Internet gateway.
- g. Patrons shall not intentionally create, download or distribute any Device viruses on the CHML Devices or through their use of the CHML's WiFi access and Internet gateway.
- h. Patrons shall not deliberately or willfully cause damage to CHML's Devices and equipment, programs, website and social media content.

6. Access to Inappropriate Material.

- a. Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. While the Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to Library materials and resources, including those available through the Internet, the Library has taken certain measures designed to assist in the safe and effective use of these resources by all minors.
- b. To the extent practical, steps shall be taken to promote the safety and security of users of the CHML online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
- c. To the extent practical, CHML will use technology protection measures (or "Internet filters") to block or filter Internet, or other forms of electronic communications, that access to inappropriate information. Specifically, as required by CIPA, blocking will be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- d. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized, but only for bona fide research or other lawful purposes. Patrons who need to disable or otherwise modify any technology protection measures can contact a CHML staff member. Procedures

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for the disabling or otherwise modifying any technology protection measures shall be at the discretion of the Library Director or other designated staff member.

7. The CHML will neither collect nor divulge data regarding Patrons' use of the Internet.

Adoption: This policy was adopted February 20, 2015 as the "Internet Safety Policy;" amended and retitled the "Computer & Internet Use Policy" on June 16, 2021 and February 16, 2022.