

## **ELECTRONIC INFORMATION NETWORKS' ACCEPTABLE USE POLICIES OF THE ROCHESTER PUBLIC LIBRARY DISTRICT**

### **POLICY FOR PATRON AND STAFF ACCESS TO ELECTRONIC INFORMATION NETWORKS**

The Board of Library Trustees of the Rochester Public Library District, along with the American Library Association and many other professional library bodies, strongly supports freedom of patron access to and use of information in both printed and electronic form. All Library District policies are designed to protect this access and use and ensure the wellbeing of all patrons and staff and to maximize the services provided by the library. (For more details please see: <http://www.ala.org/offices/oif>)

### **RELATIONSHIP TO OTHER LIBRARY DISTRICT POLICIES**

The Library District's "Electronic Information Networks' Acceptable Use Policies is part of the Library District's overall policy structure and should be interpreted in conjunction with other existing policies. Copies of all Library District policies are available upon request from a Library District staff member.

### **LIBRARY DISTRICT PROCEDURES RELATING TO ELECTRONIC INFORMATION NETWORKS**

The Library District has developed certain procedures to assist staff and patrons in the use of electronic information resources. These procedures include (but are not necessarily limited to) the following:

1. Time limits for access to allow use of electronic information resources by the maximum number of Library District patrons,
2. Cost recovery for printouts using the Library District's computer equipment,
3. Priority usage for accessing the Library District's online catalog,
4. Specific instructions for downloading electronic information, including compliance with virus protection measures,
5. Restrictions on the use of personal software on Library District computer equipment,
6. An Electronic Information Networks Registration and User Agreement form which must be completed prior to electronic information network usage.

### **EQUIPMENT AND COMPUTER USE POLICY**

Patrons wishing to use the electronic information networks at the Library District shall have a signed Electronic Information Networks Registration and User Agreement (form attached) on file with the Library District (form available from staff). Patron users also acknowledge acceptance of and willingness to abide by the Electronic Information Networks Registration and User Agreement via an onscreen pop-up.

The Library District reserves the right to limit and/or prohibit any patron from using the Library District's electronic information networks, equipment and computers in accordance with general Library District policies. In the case of high demand for access, staff may place reasonable time limits upon computer use to ensure access for all patrons.

When using a Library District computer or when connected to the Library District's electronic information network, charges for printing will be made based on the rate prominently displayed by the printers. Documents and files should not be saved to "My Documents" or any other folder or drive on Library District computers. A patron who finds it necessary to save a file must bring their own storage device. A USB drive is recommended. The Library District, however, is not responsible for providing patrons with proper storage devices.

As a service to Library District patrons who bring their own laptop computers or other devices, the Library District also offers wireless access to the electronic information networks. Library District patrons who use the wireless networks are required to follow the same policy restrictions regarding access and use that apply to patrons using Library District computers.

### **LIBRARY DISTRICT PATRONS' RIGHTS**

Library District patrons have certain rights with respect to use of electronic information networks such as the Internet. The Library District will work with other libraries in the Illinois Library and Information Network to preserve and protect these rights, subject to limitations imposed by law, licensing and payment agreements with database providers.

1. Library District patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints, such as proximity of other patrons and staff in public access settings.
2. Library District patrons have the right to equitable access to electronic information networks.
3. Library District patrons have the right to access and read all Library District service policies and discuss questions with appropriate Library District staff.

### **PATRON ASSISTANCE AND INSTRUCTION**

The Library District's staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. Printed and online documentation and instructions may be available at or near points of service.

### **ACCEPTABLE USE**

The Library District requires patrons using electronic information networks such as the Internet to do so within guidelines of acceptable use. The following activities are some examples of unacceptable use:

1. Use of electronic information networks in any way which violates a Federal or State law,
2. Use of electronic information networks for any purpose which results in the harassment of others,
3. Behaving in a manner that is disruptive to other patrons, including but not limited to, overuse of computer equipment which serves to deny access to other patrons,
4. Destruction of, damage to, or unauthorized alteration of the Library District's computer equipment, software or network security procedures,
5. Use of electronic information networks in any way which violates licensing and payment agreements between the Library District and network/database providers,
6. Unauthorized duplication of copy-protected software or violation of software license agreements,
7. Violation of an electronic information networks' system security,

### **CHILDREN'S ACCESS TO ELECTRONIC INFORMATION NETWORKS**

The Library District supports the right of all patrons to access electronic information and will not deny access to electronic information networks based solely on age. The Library District recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. The Library District staff cannot and does not monitor children's use of the Library District's electronic information networks. As outlined in the Registration and User Agreement, parents have the responsibility to monitor and supervise their children's use of the Library District's electronic information networks. The Library District encourages parents to discuss with their children issues of appropriate access, use and safety of electronic information resources and networks.

### **"GLOBAL" VERSUS "LOCAL" RESOURCES**

Most resources available via electronic information networks such as the Internet are "global" resources rather than "local" resources. The Library District does not and cannot control the information content available through such global resources. Electronic information resources and networks enhance and supplement resources that are available locally within a library. Library users must be aware that this Library District does not exercise control over information obtained via electronic information networks nor is it responsible for the content. The Library District urges library patrons to be informed consumers and carefully evaluate information obtained electronically. The Library District staff may be available to assist patrons in making judgments about the reliability or currency of certain types of electronic information resources, but are unable to provide definitive analysis of particular resources due to the extremely large variety and volume of information available via electronic information networks.

When accessing electronic information resources, Library District patrons should bear in mind:

1. As with all sources of information, printed and otherwise, electronic information resources can vary in their accuracy, currency and general reliability.
2. Links to electronic information may not always be valid, and particular electronic information sites may sometimes be unavailable, and this unavailability often occurs unpredictably.
3. The availability or otherwise of particular electronic information resources is beyond the control of the Library District.
4. Certain information and images obtained via electronic information networks may be considered controversial by Library District patrons and patrons are reminded of their responsibility in this regard.
5. The Library District is not responsible for damages, indirect or direct, arising from a Library District patron's access to or use of electronic information resources.

### **BREACH OF POLICY**

Violation of any aspect of this policy may result in the loss of Library District privileges in a progressive fashion, as detailed below.

1. First Incident: The violation will be explained to the patron by the Library District senior staff and a verbal warning will be issued.
2. Second Incident: A formal written warning will be issued along with a suspension of computer and electronic information /network privileges for the period of one week from the incident.
3. Third (or repeat) Incidents: Written notification will be provided along with a loss of computer and electronic information network privileges for a period of six [6] months.
4. A patron shall have the right to appeal actions taken under this policy to the Library District's Board of Library Trustees. An appeal shall be placed on the Board's agenda and shall be made in person to the Board at its next regularly scheduled meeting.

As detailed in the general Patron Conduct Policy, in order to guarantee the security of the Library District staff and patrons, assistance from law enforcement may be requested at any time that Library District staff are not comfortable with primary responsibility for the situation.

**ELECTRONIC INFORMATION NETWORKS REGISTRATION AND USER AGREEMENT FOR THE ROCHESTER PUBLIC LIBRARY DISTRICT**

NAME (Please Print)

\_\_\_\_\_

Last

\_\_\_\_\_

First

**REGISTRATION AND USER AGREEMENT**

1. I have read the Electronic Information Networks Acceptable Use Policies of the Rochester Public Library District's and agree to abide by the policies.
2. I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.
3. I understand that copyright laws restrict duplication of copyrighted software, and much online material, and I will follow all copyright laws.
4. I understand that if I fail to abide by the Library District's Electronic Information Networks Acceptable Use Policies, I may lose eligibility for use of this service as detailed in the "Breach of Policy" section.
5. I understand and acknowledge that electronic information networks may contain material of a controversial nature including pornography, obscenity, inflammatory or dangerous material, and that the Library District has no control over the networks and assumes no responsibility for the content, quality, accuracy, currency, or appropriateness of any electronic information resources.

Signature: \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

Library Card Barcode Number: \_\_\_\_\_

**FOR LIBRARY DISTRICT PATRONS UNDER THE AGE OF 17:**

**ELECTRONIC INFORMATION NETWORKS REGISTRATION AND USER AGREEMENT FOR THE ROCHESTER PUBLIC LIBRARY DISTRICT**

As the parent or legal guardian of \_\_\_\_\_,  
a minor under 17 years of age, I give permission for such child to use the Library District's  
electronic information networks under the conditions outlined in 1-5 below and with the  
understanding that I am responsible for ensuring the child's appropriate use of the networks.

**REGISTRATION AND USER AGREEMENT**

1. I have read the Electronic Information Networks Acceptable Use Policies of the Rochester Public Library District's and agree that the child will abide by the policies.
2. I agree to pay any repair or replacement costs of equipment or software damaged by the child.
3. I understand that copyright laws restrict duplication of copyrighted software, and much online material, and the child will follow all copyright laws.
4. I understand that if the child fails to abide by the Library District's Electronic Information Networks Acceptable Use Policies, the child may lose eligibility for use of this service as detailed in the "Breach of Policy" section.
5. I understand and acknowledge that electronic information networks may contain material of a controversial nature including pornography, obscenity, inflammatory or dangerous material, and that the Library District has no control over the networks and assumes no responsibility for the content, quality, accuracy, currency, or appropriateness of any electronic information resources.

PARENT OR LEGAL GUARDIAN SIGNATURE:

\_\_\_\_\_ DATE \_\_\_\_\_, 20\_\_\_\_

*Adopted: 10/15/2009  
REVISED: 3/13 /2014*