

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Internet Access Policy; Penalties for Violation of Policy
POLICY NUMBER: 4225

4225.1 Online information resources (both those obtained by purchase and those available for free on the Internet) and the provision of access to such resources are services provided by Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

4225.2 Use of the Internet and of the various information resources found therein are governed by the *SNAP (Solano, Napa and Partners) Internet and Electronic Information Use Policy* shown below:

SNAP Internet and Electronic Information Use Policy

Introduction

SNAP provides direct, automatic access to library catalogs, databases, and other electronic resources. SNAP has a commitment to continuous improvement of the system and to expanding the range of resources available via the online system. To that end, SNAP is now providing direct access to the Internet. Through SNAP, individuals may have free and equitable access to Internet resources to empower, enrich and enhance lives. The Internet is one of the many library resources. All together, these support the independent learning of individuals and provide a variety of resources that reflect the diversity of Solano and Napa Counties' multicultural communities as well as our interconnectedness with the global village.

The Internet

The Internet, as an electronic information resource, enables SNAP to provide information beyond the confines of its own collection. It allows access to ideas, information, and commentary from around the globe. It is an unregulated medium. As such, while it offers access to a vast array of tools and resources that are personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, and/or illegal.

Disclaimer

SNAP does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. SNAP member libraries do not control or monitor material which may be accessible from Internet sources. The SNAP member libraries' selection policies which serve to govern the purchase of materials are not applicable to material accessed electronically. Library patrons use the Internet and electronic databases at their own risk. SNAP and its member libraries assume no responsibility and shall have no liability for any direct, indirect, or consequential damages arising from use of its database server or from its connection to the Internet. Library staff will identify and display specific starting points for searches which are appropriate to the libraries' missions and service roles. SNAP is not responsible for changes in content of the sources to which it links or for the content of sources accessed through secondary links.

User Responsibility

Each individual user must accept responsibility for determining which electronic resources they will access and determining for themselves the relative value of the content. SNAP cannot censor access to material or protect users from offensive information. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted or received.

Children's Access and Usage

SNAP affirms the right and responsibility of parents and guardians to determine and monitor their children's use of library materials and resources. Restriction of a child's access to the Internet is the responsibility of the parent or guardian; SNAP does not have the right or responsibility to act in the place of the parent (*in loco parentis*). There will be some resources which parents or guardians may feel are inappropriate for their children. Parents or guardians should let their children know if there are materials which they do not want them to use. Parents or guardians are encouraged to work closely with their children in selecting and using materials and resources that are consistent with their own distinct family and personal viewpoints or values. Parents or guardians should supervise their children's Internet sessions. Parents or guardians and children are encouraged to read Child Safety on the Information Highway produced by the National Center for Missing and Exploited Children and Interactive Services Association. It is available at public service desks throughout the SNAP system.

Ethical and Acceptable Use

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and

informational purposes for which they are provided. It is unacceptable to use SNAP's computer systems and Internet resources for any purposes which violate the law or SNAP member library policies. The following is a list of unacceptable uses:

- Violation of applicable federal or state laws
- Sending, receiving, or displaying text or graphics which contain extremes of sex or violence that are an end to themselves or which may reasonably be construed as obscene by contemporary state-wide standards
- Use of the computers to gain access to SNAP's network or computer systems or to any other restricted network or computer system
- Unauthorized use of computer accounts, access codes, or network identification numbers
- Violation of copyright laws or licensing agreements pertaining to software, files, and other resources obtained electronically
- Violation of another user's privacy
- Attempting to alter software configurations or to cause degradation of system performance
- Engaging in any activity which is deliberately and maliciously offensive, libelous, or slanderous
- Installing or downloading any software
- Disrupting or interfering with network users or services. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising, harassment of others, propagation of computer worms or viruses, randomly initiating interactive electronic communications, and overuse of interactive network utilities
- Tampering with, destroying, or damaging equipment, software, or data belonging to SNAP.

Violation of Policies

The Dixon Public Library's penalties for violation of these policies is found in section 4225.3.

SNAP Guidelines

The members of SNAP have worked to create universal policies and procedures that make access easier for all of their users. Therefore, throughout this document, the term SNAP refers collectively and individually, to the member libraries of the Solano, Napa and Partners consortium.

4225.2 Users of the Internet workstations must be registered users of one of the SNAP libraries, or, must qualify for a temporary computer use card.

4225.2.1 Reservations may be made at the reservation workstation in the Library, or from any computer connected to the Internet. Reservations are not required, however, and computer workstations may be available without

4225.2.2 Each user with a reservation is guaranteed up to sixty (60) minutes of uninterrupted use per session, and may continue to use the workstation for up to sixty (60) minute additional session if another patron does not already have a reservation. There is a maximum of two (2) hours use per day.

4225.2.3 No more than one (1) person per terminal, unless approved by the Reference Librarian.

4225.2.4 Downloading of materials from the Internet onto the computer hard drive is not allowed. Files may be printed (at cost) or saved to patron-supplied devices.

4225.2.5 Patrons must use a computer with a privacy screen.

4225.2.6 No personal peripherals may be attached to Library computers.

4225.3 If a registered user violates any of the ethical and acceptable use provisions of the *SNAP (Solano, Napa and Partners) Internet and Electronic Information Use Policy*, the user's computer privileges will immediately be suspended for one (1) year.

4225.4 If a temporary user violates any of the ethical and acceptable use provisions of the *SNAP (Solano, Napa and Partners) Internet and Electronic Information Use Policy*, the temporary user's computer privileges will immediately be permanently revoked.

Adopted 11/20/2006