

James Kennedy Public Library
Internet Access and Acceptable Use Policy

4.C.1

Welcome! Please read the Internet Access and Acceptable Use Policy guidelines below carefully. Our purpose is to offer a useful resource by providing citizens' access to information worldwide via the Internet and World Wide Web.

Misuse of computer or Internet access or failure to abide by these policies will result in the loss of Internet access privileges.

INTERNET ACCESS POLICY:

The James Kennedy Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and library patrons use it at their own risk. Users need to be aware that not all sources on the Internet provide accurate, complete, or current information.

Just as the library does not restrict access to other material forms and formats, we cannot refuse access to Internet content that someone may deem objectionable. The principles of intellectual freedom that apply to the traditional print library also apply to the modern electronic access library. There are, however, rules of conduct that also apply. For more information, please see our policy on *Internet Access and Conduct*.

All patrons using the Internet must read and sign the *Internet Users Agreement* before use. Patrons under the age of 18 must have a parent or legal guardian sign the agreement.

As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian. Parents or guardians, not the library or its staff, are responsible for the Internet information selected and /or accessed by their child/children. Parents or guardians – and only parents or guardians – may restrict their child/children – and only their child/children – from access to Internet resources accessible through the library. For more information, please see our policy on *Electronic Intellectual Freedom*.

Library staff cannot provide in-depth training concerning Internet computer terminology or personal computer use. We may, however, be able to offer searching suggestions and answer questions. Internet reference books are available for your use.

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JAMES KENNEDY PUBLIC LIBRARY
POLICY ON ELECTRONIC INTELLECTUAL FREEDOM

Consistent with our mission and the professional principles of public librarianship, our Internet Access Policy affirms the safeguarding of First Amendment rights, intellectual freedom, equity of access, confidentiality of information about users and their use of all library resources including electronic, and individual responsibility. The library affirms the following principles and user rights as delineated in the American Library Association's Access to Electronic Information, Services and Networks: an Interpretation of the Library Bill of Rights (full text attached):

1. Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library users.
2. Libraries and librarians should not deny or limit access to information available via electronic resources because of its controversial content or because of personal beliefs or fear of confrontation.
3. Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.
4. Responsibility for, and any restrictions of, a child's use of the Internet rests solely with his or her parents or legal guardian.

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JAMES KENNEDY PUBLIC LIBRARY
Internet Access and Conduct

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1. Free access to the library's computers is available to Dyersville city residents, those who have purchased full service memberships, and residents of those communities who are paying equitably for library service as defined by the Board of Trustees of the James Kennedy Public Library. All others may use the library computers by paying a fee of \$1.00 per half hour or any portion thereof.
2. The Internet access computers are normally available during all hours of operation.
3. Reserve time is scheduled for one-hour per day. Users must check in within five (5) minutes of scheduled time or lose the reservation.
4. Use of the library's Internet for illegal or unethical purposes is prohibited. It is unacceptable to visit "adult only" sites on our computers. What is offensive to one person is not to another, but our Board has determined that adult only sites (labeled as such on the site) are not appropriate in this setting.
5. Since the computers on which the public can access the Internet are located in a public area, which must be shared by library users of all ages, backgrounds and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images. The library reserves the right to ask individuals to discontinue the display of information and images that cause a disruption. The library has privacy screens available for adults who wish to view personal or confidential information.
6. Patrons may download programs and documents to their own storage devices only. Compact discs are available at the circulation desk for a minimal charge. The security on the library computers will automatically erase any information or documents saved onto the hard drive. **WARNING:** Although we utilize virus-checking software, this is not a guarantee that you will be completely protected from viruses. Software downloaded from the Internet may contain a virus and you need to have virus-checking software on your computer. The James Kennedy Public Library is not responsible for damage to a patron's disk or computer, or for any loss of data, damage, or liability that may occur from the patron's use of the library's computer.
7. Cost of printing to the black and white printer is \$0.15 per page. Color printing is \$0.50 per page.
8. All patrons using the Internet or working with another person using the Internet must read and sign the Internet Users Agreement before use. Patrons under the age of 18 must have a parent or legal guardian sign the agreement.
9. Patrons may not always be able to access sites on the Internet. There are a number of reasons that may apply:
 1. The host computer has closed or limited access due to a high number of users.
 2. The database or resource you are trying to access is licensed and access is limited.
 3. The host computer has changed its Internet address or has closed down.

4. The library's Internet connection may be periodically or temporarily inoperable due to technical difficulties.

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**Addendum to Internet Use Policy
of the James Kennedy Public Library**

4.C.4

*Internet Safety Policy for Minors (ages 17 and under) and all others who wish to use the
Internet public access workstations at the James Kennedy Public Library*

This set of policy statements is intended to supplement and expand upon the James Kennedy Public Library existing policy on Internet use and specifically for the use of the James Kennedy Public Library by minors as the term "minors" is defined in the CIPA/NCIPA law. The procedure statement addresses four areas: 1. Library Hold Harmless Clause and Agreement 2. Separability Clause 3. Privacy Policy 4. Specific Internet Safety Policy.

Library Hold Harmless Clause and Agreement

Patron, and parent or guardian if patron is a minor, whose signature appears on the Internet Users Agreement agrees to indemnify and hold harmless the James Kennedy Public Library, its agents, employees or any other person against loss or expense including attorneys' fees, by reason of the liability imposed by law upon the James Kennedy Public Library, for damage because of bodily injury, including death at any time resulting there from, sustained by any person or persons, or an account of damage to property arising out of or in consequence of this agreement, whether such injuries to persons or damage to property are due or claim to be due to any passive negligence of the James Kennedy Public Library, its employees or agents or any other person. It is further understood and agreed that the parent or guardian shall (at the sole option of the James Kennedy Public Library) defend the James Kennedy Public Library with appropriate counsel and shall further bear all costs and expenses, including the expense of counsel, in the defense of any suit arising hereunder.

Separability Clause

If any one section of these policies, rules and procedures is found to be invalid, the other sections of the policies, rules and procedures will not be invalidated.

Privacy Policy

The confidentiality of your record(s) is a matter of law and of great concern to the James Kennedy Public Library, we do not give out information about you and we destroy old or out of date records.

Specific Internet Safety Policy

Internet Safety Policy for patrons under the age of 18 as required by the public law, [47 U.S.C. § 254(h) and (l)] commonly know as: The Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) which went into effect on April 20, 2001.

1. Individuals covered by this policy may not use the James Kennedy Public Library Internet enabled computers to access inappropriate matter on the Internet, World Wide Web (www) or any other resource.

2. Individuals covered by this policy using the James Kennedy Public Library, while using direct electronic communications, whether electronic mail, chat rooms, or any other form of direct electronic communications may not divulge their name, age, address, location or other personal information.
3. Individuals covered by this policy using the James Kennedy Public Library are specifically forbidden from using the James Kennedy Public Library computers for unauthorized access, modification, hacking, cracking and other unlawful activities, including but not limited to accessing library and other networks.
4. Individuals covered by this policy are specifically forbidden in using the James Kennedy Public Library computers to provide unauthorized disclosure, use, and dissemination of personal identifiable information concerning and regarding themselves or any other person. (See also item # 2 above.)
5. Individuals covered by this policy may not use the James Kennedy Public Library to access any material which might be harmful to minors.
6. If it is illegal, DON'T do it.

The chart below outlines the James Kennedy Public Libraries penalties for violation of the rules and procedures by individuals covered by these rules.

- First offense – verbal warning
- Second offense - loss of computer and library privileges for the day
- Third offense - loss of computer privileges with reinstatement of privileges only after Safety Conference, which will include the Library Director, the patron, and the patron's parent or guardian, if patron is a minor. The "Safety Conference" will cover such material as is needed to correct the problem.
- Fourth offense - loss of privileges for one year and Safety Conference
- Fifth offense - loss of privileges while a minor, or, for adults permanent loss of privileges

Individuals covered by these rules must have a signed copy of the Internet Users Agreement, signed by the individual, or by the individual and their parent if patron is a minor, on file with the James Kennedy Public Library prior to using the computers. While the rules are restrictive and the penalties harsh, they are intended to provide a safe environment for young people and to encourage access with parental involvement when the rules are not met.

Note to our Patrons: While these rules are specifically for minors, many of them may apply to adults as they are reflected elsewhere in the James Kennedy Public Library Policies. For example, while it may not be illegal under Iowa law for an adult to view material that "might be harmful to minors", it is a violation of the James Kennedy Public Library Internet Use Policy and of common correct behavior in the library to view an "adults only" site in such a manner that another patron may be offended and may sue under Federal or State laws. Exercising one's right to view pornography is not an acceptable use of the Library. While librarians defend patrons' rights as guaranteed by the United States Constitution, we expect our users to exercise those rights appropriately. Users who violate any of the rules of the James Kennedy Public Library may be asked to leave and may, under certain conditions, lose their library privileges

Approved 7/02, reviewed 9/02, revised 8/05, revised 2/12

**James Kennedy Public Library
Internet Users Agreement**

4.C.5

I have read the policies concerning the use of the James Kennedy Public Library's Internet computers and agree to abide by the policies. I also understand that failure to observe such rules or failure to observe other library policies may result in the suspension of my use of the library's Internet access computers as follows:

First offense – verbal warning;

Second offense - loss of computer and library privileges for the day;

Third offense - loss of computer privileges with reinstatement of privileges only after Safety Conference, which will include the Library Director, the patron, and the patron's parent or guardian, if patron is a minor. The Safety Conference will cover such material as is needed to correct the problem;

Fourth offense - loss of privileges for one year and Safety Conference;

Fifth offense - loss of privileges while a minor, or, for adults permanent loss of privileges.

Signature: _____ Date: _____

Name (Please Print) : _____

Birthdate: _____

FOR PARENTS OF MINORS: I have read the policies pertaining to the Internet usage and hereby grant my permission for my son/daughter/legal ward to use the Internet access computers in the James Kennedy Public Library. I also understand that the same above rules apply to my ward and that I will be held responsible for any damages incurred by the minor. I am aware that the library will NOT limit my child's access to the Internet.

Parent/Guardian Signature: _____

Parent/Guardian Name (Please Print) _____

Date: _____ Signature of Witness: _____