

Paso Robles City Library

Internet Policy

In keeping with its mission of providing opportunities for lifelong learning, the Paso Robles Public Library offers public access to the Internet free of charge.

- ◆ Users must first check in at a service desk and then read the Internet guidelines posted at their workstation before using the Internet.
- ◆ Both filtered and unfiltered stations will be available. Written parental permission is required for minors wishing to use an unfiltered station.
- ◆ Library staff does not monitor Internet use. Although a reasonable effort is made to protect privacy, privacy is not guaranteed.
- ◆ Users are expected to use the Internet responsibly. Misuse may result in revocation of Internet privileges or legal action.



ADOPTED BY THE LIBRARY BOARD OF TRUSTEES APRIL 22, 1999
REVISED 2008

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Paso Robles City Library
Internet Use Guidelines
Revised September 11, 2008

Introduction

In keeping with its mission of providing opportunities for lifelong learning, the Paso Robles City Library (the “Library”) offers Library Patrons (the “Patrons”) public access to the Internet under the following policy and guidelines (the “Policy”). Persons under the age of 18 are here and after referred to as “minors”.

What Services are Available?

The Internet offers a vast number of sites and information. Although the Library will not provide e-mail accounts, Patrons may have e-mail access through the various e-mail providers on the Web. All Library Internet access is provided on an “as is, as available” basis.

The Library does not, and cannot, exercise any control over the information passing through its network or through the Internet and therefore cannot be held responsible for its contents. Not all information found on the Internet is accurate, complete, or up-to-date. The Library disclaims any warranty as to the quality of accuracy of the information on the Internet.

Patrons acknowledge that the Library’s Internet access may be interrupted for a variety of reasons, such as malfunctions and maintenance, although Patrons may not receive advance notice of any interruption in access. Scheduled interruptions will be posted at the Internet workstations.

Using the Library Internet

For wired Internet access, patrons must sign in with Library staff. Selected workstations are available by reservation. Patrons may make a reservation to use the Library's Internet computers either by telephone or in person. Reservations are limited to two 60 minute sessions per day (which cannot be back-to-back). If Patrons are more than 5 minutes late for their scheduled reservation, their reservation may be cancelled. Other workstations may be used without reservations, as available. If there are people waiting to use the computers, a one hour time limit will be in effect on all but “Express” machines. “Express” machines have a 15 minute time limit, and are not subject to reservation.

Wireless Internet access is also available. Please see Wireless Internet Guidelines on page 6 of this document.

The Library upholds and affirms the right of each individual to have access to constitutionally protected materials. Some Web sites may present controversial, inaccurate, misleading, or offensive material. Use of the Internet is at the Patron's own risk. The Library is not responsible for the content and conduct Patrons may encounter, nor for the accuracy or quality of written, audio, graphic, or visual material found on the Internet. The Library's Internet stations may not be used for any purpose that violates the United States, state or local laws.

There are information resources on the Internet that are inappropriate for viewing in a public setting. Because the Library is a public place shared by people of all ages, library staff reserve the right to end Internet sessions when such material is displayed.

Access for Adults—Ages 18 and older

All library Internet users must first check in at a public desk. Before connecting to the Internet, adult library patrons are asked to read the Internet policy posted at their computer workstation or displayed on their laptop computer screen. **Use of the Internet indicates agreement with this policy.** Library staff may ask patrons to verify their age with a valid picture ID.

Access for Minors—Ages Younger than 18

The Library has a long-standing policy of providing age-appropriate material for children. Thus, Internet stations located in the children's reading area are "filtered" workstations. This means they are equipped with software designed to prevent minors from accessing sites which may contain material that is inappropriate for children (e.g., obscene or sexually explicit material). Parents and legal guardians should be aware, however, that no filtering system is perfect, and that children who use these stations could come into contact with objectionable material.

Use of filtered computer workstations in the children's reading area is restricted to minor children (and their accompanying parents or guardians). Parental permission is not required to use filtered computer workstations; children need only to check in with staff at the Children's Service Desk.

Use of unfiltered computer workstations by minors requires parental permission. Minors wishing to use unfiltered computer workstations must:

1. Register for a library card, with a parent or guardian present to sign for the card.
2. Complete an Internet permission form, with a parent or guardian present to sign, authorizing unfiltered Internet access.
3. Check in with library staff at either the reference or circulation desks to be assigned a computer.

Library staff does not monitor children's use of the Internet. Children are less likely to encounter objectionable material and will get more out of the online experience when they have adult supervision. The Library encourages parents and legal guardians to become involved in their children's use of the Internet, including the appropriate use of safety and security techniques. Parents or legal guardians may request revocation of their child's Internet access privileges at any time by personally presenting the minor's Library card to Library staff and requesting such revocation.

Privacy Issues

Internet stations at the Library are located in public areas. The Library does not guarantee privacy or confidentiality for the use of Library Internet stations. Patrons should be aware that others may be exposed to what is displayed on the sites they have selected. Not every web site has a privacy policy, so Patrons are advised to be very careful about giving out personal information over the Internet. If Patrons use e-mail provided by one of the many e-mail services on the Web, Patrons must be sure to log off your e-mail session before leaving the workstation. If Patrons do not log off, they will give subsequent users access to their e-mail account. The Library does not monitor e-mail usage and therefore is not responsible for the security of Patrons' personal e-mail account.

Downloading Information from the Internet

Downloading information from library Internet computers to removable memory devices is possible. Patrons must provide their own devices. Discs and CDs may be available for purchase at the circulation desk. Patrons should be aware that downloaded information may contain computer viruses. The Library is not responsible for any damage to or loss of Patrons' data that may occur as a result of using Library computers and/or access to the Internet. Much of the content on the Internet is owned by others and is protected by copyrights, trademarks, and other intellectual property rights. It is very easy to copy material in cyberspace, but that does not mean it is legal or acceptable to do so. Patrons must not copy, transmit, modify, distribute, or create any derivative works from any content you find on the Internet unless you have the legal right to do so. Making unauthorized copies of protected material found on the Internet may lead to civil or criminal charges and may result in the termination of a Patron's Library Internet privileges without advance notification.

Responsible Use of the Internet

Misuse of the Library's Internet computers may result in termination of a Patron's Internet privileges. Some examples of misuse include:

- Using a Library Internet workstation without authorization;
- Accessing another user's e-mail account without permission;
- Using Library computers to gain unauthorized access to any computer system;

- Changing, damaging, or destroying Library equipment, software or data, or installing software onto Library equipment;
- Violating any United States, state or local laws;
- Viewing material that is disruptive to other Patrons' enjoyment of the Library
- Violating software license agreements or copyright/intellectual property laws;
- Violating computer system integrity, including attempting to bypass security functions, obtain passwords, or alter workstation configurations in any way;
- Running or installing a program intended to damage or place excessive load on the Library computer system (including, but not limited to, computer viruses, Trojan Horses, and worms);
- Masking the identity of a workstation or machine:
- Reading, copying, changing, or deleting another user's files or software without his or her express consent;

Violations may result in the temporary or permanent termination of a Patron's Library Internet privileges without advance notification. Violations of local, state, or federal laws will be subject to prosecution by the appropriate law enforcement authorities.

Hold Harmless Provision

By using the Library's access to the Internet, Patrons agree to hold the Library harmless for any improper or illegal use of Internet access. Patrons, by signing this Policy, agree to defend, indemnify, and hold harmless the Library, the City of Paso Robles, and any of their respective officers, employees or agents, for all injuries, damages, liabilities, claims, and expenses (including attorneys' fees) that arise from their violation of this Policy or from their use of the Library's Internet access.

Termination and Cancellation

Either a Patron or the Library may terminate or cancel the Patron's Internet privileges at any time. Cancellation is the Patron's sole right and remedy with respect to any dispute with the Library regarding use of the Internet. Parents or guardians wishing to cancel the Internet privileges of their minor child should present the child's Library card to Library staff and request cancellation of Internet privileges.

Paso Robles City Library Wireless Internet Access Guidelines

The Paso Robles City Library is pleased to provide free public wireless Internet access.

To ensure a positive experience for everyone in the library, wireless Internet users are asked to follow these guidelines:

- **The safe use of the Internet is a top priority in our library.** Please keep in mind that, as with most public wireless “hot spots,” the library’s wireless connection is not secure. Any information being sent or received could potentially be intercepted by another wireless user. For your own protection, please avoid transmitting your credit card information, passwords and any other sensitive personal information when accessing the Internet via a wireless connection. The library and the City of Paso Robles cannot assume responsibility for any loss of information, injury or damages that may arise from the use of this wireless connection, and we will do our best to advise you in the safe and secure use of this service.
- **Library staff will provide as much technical support as possible** as you access the Internet via our wireless connection. Care will be taken not to touch or alter your equipment in any way. You are also welcome to consult our list of FAQ at the end of this document and available in print at public desks in the library.
- **If it is necessary to print a document,** please save your work to a portable storage device and ask library staff for assistance in accessing a printer. Users may also email a file to themselves and then log on to a wired library workstation to access and print documents. These additional measures are necessary because wireless devices are not attached to library printers.
- **Up-to-date virus protection, security updates, and a personal firewall are highly recommended for your personal laptop computer and/or other wireless devices.** Please see library staff at the reference desk for contact information to learn more about antivirus software.
- **Your owner’s manual is an excellent resource** for information regarding the settings necessary to access the Internet via a wireless connection. Feel free to bring this manual with you to the library for general assistance. Our FAQ also contains general information regarding these settings.
- **The Paso Robles City Library Wired Internet Guidelines** also apply to wireless Internet use. Please ask for a copy at any service desk in the library or look for the policy online at <http://www.prcity.com/government/departments/library/pdf/GuidelinesEnglish.pdf> . Please remember that all users are expected to use the Internet in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided in the library.
- **Parents are highly encouraged to monitor their minor child’s access to the library’s wireless network.** Library staff recognizes that any restriction or monitoring of a child’s access to the Internet is a matter for a parent or legal guardian.

Adopted by the Paso Robles Library Board of Trustees December 13, 2007

The Paso Robles City Library is the place to discover, to learn, and to grow, empowering our community to achieve its vision for the future.

– Paso Robles City Library Mission statement