

## **THE HAYNER PUBLIC LIBRARY DISTRICT COMPUTER & ELECTRONIC NETWORK ACCESS POLICY**

All use of the electronic network shall be consistent with The Hayner Public Library District's goal of providing educational and informational reference resources by facilitating resource sharing, innovation and communication. This policy and authorization does not attempt to state all required or prescribed behavior by users. Some specific examples are provided.

Computer service is provided at each of the district's facilities. The district provides computer service to all patrons. However, systems are designated according to space (Adult, Teen, and Kids). Children under the age of eight may use the computers only with adult supervision. The library district assumes no responsibility for computer activity conducted by children not accompanied by an adult.

**The failure of any user to follow the terms of this Computer & Electronic Network Access Policy and Agreement will result in loss of privileges and/or appropriate legal action.** By accepting the agreement before logging onto The Hayner Public Library District's computers, users are legally bound and indicate the party whom accepted has read the terms and conditions carefully and understands their significance.

### **Terms and Conditions**

1. **Eligibility** - Use of The Hayner Public Library District's computer systems requires a valid Lewis & Clark Library System (LCLS) library card with valid barcode and pin-number. Patrons in The Hayner Library District can register at the circulation desk for a valid library card. Patrons in the LCLS but out of the Hayner district must register for a library card at their local library. Any outstanding fines or overdues must be cleared in advance of computer use.

Guest accounts are available at the circulation desk for non-resident visitors from out of the LCLS district. In order to receive a guest account users must show a valid driver's license or state-issued ID. A copy of this license will be kept on file for 30 days after which records will be destroyed.

Computer use is limited to one registered individual per computer system.

2. **Acceptable Use** - Access to the library district's electronic network must be (a) for the purpose of education and research and be consistent with the objectives of the library district or (b) for legitimate business use.
3. **Privileges** - The use of the library district's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The library district's administrative staff will make all decisions regarding whether or not a user has violated this policy and agreement and may deny, revoke or suspend access at any time. This decision will be final.

4. **Unacceptable Use** - You are responsible for your actions and activities involving your access of the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity including violation of copyright laws or other contracts, or transmitting any material in violation of any Federal or State law;
  - b. All activity involving downloading and/or uploading of licensed software programs;
  - c. Using the network for private financial or commercial gain;
  - d. Gaining unauthorized access to resources or entities;
  - e. Invading the privacy of individuals;
  - f. Using another user's account, user id or password;
  - g. Posting material authored or created by another without his/her consent;
  - h. Posting anonymous messages;
  - i. Using the network for commercial or private advertising
  - j. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
  - k. Using the network while access privileges are suspended or revoked;
  - l. Social Networking and Instant Messaging activity is **prohibited**;
  - m. Playing games on the computers is **prohibited** (Except for software and content authorized by The Hayner Public Library District);
  
5. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - c. Do not reveal personal addresses or telephone numbers.
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.

- e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be the private property of The Hayner Public Library District.
6. **No Warranties** - The library district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the network is at your own risk. The library district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  7. **Indemnification** - The user agrees to indemnify the library district for any losses, costs, or damages, including reasonable attorney fees, incurred by the library district relating to, or arising out of, any breach of this policy and authorization.
  8. **Security** - Network security is a high priority. If you can identify a security problem on the network, you must notify library personnel immediately. Do not demonstrate the problem to other users. Keep your account, user id and password confidential. Use of another individual's account, user id and password is prohibited. Patrons will be held responsible for any activity on their library card. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk will be denied access to the network.
  9. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the library district's network, any other network or hardware.
  10. **Web Publishing Rules** - Creating and maintaining a website on a library district system is prohibited.
  11. **Printing** - The library district provides high quality printers for patron printing. Payment is required for each sheet of printed material generated by the patron. Printing fees are as posted and may be changed from time to time.
  12. **Limited Daily Use** - Use of the district's computer systems is limited to a maximum of 180 minutes of computer use every 24 hour period if there is not a waiting list for computers. When there is a waiting list computer sessions are limited to 60 minutes.
  13. **Registration** - Registration for use of library district computer systems ends 20 minutes prior to the facilities closing time. Computers will automatically shutdown 10 minutes prior to closing.

## **Violations**

1. First Violation – The first time a patron is found to be in violation of these policies and procedures, they will be asked to log off the computer and will not be allowed computer access for a period of 30 days from when patron is notified.
2. Second Violation – A second occurrence of being in violation of the library district policies will result in suspension of computer usage privileges for a period of six (6) months.
3. Third Violation – A third violation will result in privileges being suspended permanently and possible prosecution.

**The Hayner Public Library District has the right to ban violators for more serious offenses on first or second violation and involve police for any assistance in prosecution.**