

Internet/Personal Computer Use Policy

Statement of Principle

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By providing access to personal computers and the Internet, the Camas Public Library is expanding its resources, but not altering its mission or objectives.

The same standards of intellectual freedom, privacy, and confidentiality endorsed by the American Library Association and incorporated in the Camas Public Library Policies for traditional media shall be applied to all electronic media.

The library will not limit access to the Internet based on the age of the user. However, the library employs technology protection measures for users under the age of 17 on all computers with full Internet access in accordance with the Children's Internet Protection Act as interpreted by the United States Supreme Court (June 2003).

Library patrons may not use public library Internet stations for unlawful purposes or to view illegal content. The library uses technology protection measures to filter content in accordance with the Children's Internet Protection Act. The library will unblock erroneously blocked Web sites upon request. The library will disable the entire filter upon any request by users 17 or over, for any lawful purpose.

The Internet and its available resources contain a wide variety of material and opinions from varied points of view. Some information content on the Internet may be offensive to some people and some content may be illegal, out-of-date, or erroneous. In offering Internet access, the City of Camas and Camas Public Library cannot control access points beyond their homepages. It is the responsibility of the user to determine what material is appropriate and suitable for his or her use.

Parents of minor children must assume responsibility for their children's use of the Internet through the library's connection. Parents and children are encouraged to read "Child Safety on the Information Highway," available free from the library or on the World Wide Web, as a guide to children using the Internet especially if using chat or email.

The City of Camas and Camas Public Library staff and trustees assume no responsibility for any damages, direct or indirect, arising from use of the library's personal computers, World Wide Web server, or from the library's connections to other Internet services.

Use of the Internet and personal computer workstations will be governed by the library's published Rules of Conduct and this policy with its Rules and Agreement for Computer Use. Failure to comply with these rules may result in the revocation of computer and/or Internet privileges.

Library materials are available to learn about computer use. Library staff will provide limited guidance, but not instruction. At times, trained volunteers may be available for additional assistance.

The library does not host customer electronic mail accounts.

Staff will oversee workstations with the intent of enforcing the library's Rules and Agreement for Computer Use.

All library staff will treat the contents of patrons' files and the use of electronic files as private and confidential.

The library director is responsible for establishing procedures to carry out this policy.

1.1 Rules and Agreement for Computer Use

READ THESE RULES. IF YOU DO NOT AGREE WITH THE TERMS AND CONDITIONS, YOU SHOULD NOT USE THE COMPUTER.

1. Computer time is available according to the following guidelines:

- An individual may use up to 1 hour per day, up to 4 hours per week. Reservations may be made through the library reservation system.
- Reservations are held for 10 minutes; after that a new reservation is required.

2. Users will follow the scheduling guidelines and will relinquish use of the terminal at the scheduled time.

3. Only software provided by the library will be allowed on the computers.

4. No more than two people may use a computer at one time.

5. Children under the age of six must be accompanied by an adult.

6. Users may save files and download to removable media. Diskettes are for sale at the Information desk.

7. Patrons are allowed to print ten (10) free black and white pages. Thereafter, charges will apply. See fee schedule.

8. Users are to exercise reasonable care in the use of the equipment and software at all times.

9. Users must notify library staff of any malfunction in the equipment and software that may occur while the station is in your care.

10. It is prohibited to:

- Edit or alter systems files;
- Use any Camas Public Library computer to crack or hack the library's automated circulation/catalog files or system or those of any other computer system or file;
- Engage in any activity, which purposely seeks to gain unauthorized access to the resources on the Internet, disrupts the intended use of the Internet, wastes resources through such action, or destroys the integrity of computer-based information;
- Knowingly introduce a virus or other malware into the library's automated circulation/catalog system or any other computer system;

- Use any Camas Public Library computer for illegal or criminal purposes, including obscenity and child pornography;
- Obstruct other people's work by deliberately crashing or tying up any computer;
- Read or attempt to read another person's electronic mail or other protected files or compromise the privacy of users;
- Use another person's library card account to access computers.
- Subject other library users or staff to images which could be considered objectionable.

11. Users assume responsibility for the sites selected to view on the Internet.

12. Users understand that information obtained from the Internet is used "at your own risk" and that the library makes no guarantees as to accuracy or validity of information obtained, displayed or printed from the Internet.

13. The City of Camas and Camas Public Library staff and trustees assume no responsibility for any direct or indirect, consequential, special or punitive damages or losses, arising from use of its personal computers, World Wide Web server, or from its connections to other Internet services.

14. Users of the Camas Public Library computers and Internet should have no expectation of privacy.

15. If observed in violation of any of these rules, users will be asked to stop immediately.

16. Failure to comply with these rules may result in the revocation of Internet and/or library use privileges.

1.2 Reminders

Electronic communication on the Internet should not be considered confidential. Be careful when transmitting personal information. Do not provide credit card numbers, passwords or anything else you would not want broadly circulated.

Safeguarding children is a priority of the Camas Public Library. Please be aware that some information found on the Internet is of a mature nature, and may not be suitable for your children. Parents or guardians, not the library or its staff, are responsible for the information selected and/or accessed by their children.