

SUNSHINE HALL FREE LIBRARY  
By-Laws & Policy Manual  
(Approved: December 18, 2012)

## XI. INTERNET USAGE POLICIES

### A. NATURE OF THE INTERNET

The Sunshine Hall Free Library has no control over Internet resources and contents. We assume no responsibility for the quality, accuracy, or timeliness of any information obtained from the Internet. Please be aware that the Internet contains materials that may be of a controversial nature to some users. Students are to use the Internet for educational purposes only. **Internet usage is a privilege, not a right.**

### B. STAFF ASSISTANCE

The library staff provides limited assistance for Internet and personal computer use. Staff will be available to help users with basic access as need and time permits. Special workshops on different programs will be scheduled periodically.

### C. PATRON USE

- 1) Internet terminals are available to library users during normal business hours.
- 2) Users must be finished one half hour before closing.
- 3) Internet users are to have a valid library card or some other form of valid ID. Patrons with an active RCLS library card use the computers for free; there is a \$1 charge per use for non-card holders.
- 4) Children under the age of 9 will need to be accompanied by an adult when using the Internet.
- 5) For patrons under 18, a parent or guardian will need to give consent for Internet use by signing a permission slip in the presence of a library staff member. Completed forms are kept in a binder. *(SEE FORM 'B' IN APPENDIX)*
- 6) Use is limited to one person per computer, with the exclusion of a parent and child.
- 7) **Minors should not access "inappropriate material" on the Internet. When a parent or guardian signs the Internet Permission Form they agree to be responsible for monitoring a minor's usage.**

### D. TIME LIMITS

- 1) Internet terminals are available on a first-come, first-serve basis. Sign up sheets will be available at the circulation desk. *(SEE FORM 'C' IN APPENDIX)*
- 2) Patrons will be asked to leave their library card or some form of identification at the circulation desk while using the computer.
- 3) Patrons are allowed 20 minutes per session. If no one is waiting for a terminal, the patron's Internet time may be extended an additional 20 minutes.
  - a) The circulation staff at SHFL will monitor each patron's time limits.
  - b) The time limit of 20 minutes is only enforced if there is someone else waiting for a computer. If someone is waiting for a computer the patron who has been on a computer the longest, will be asked to sign off of the computer as quickly as possible and no longer than 20 minutes.
  - c) The maximum Internet time for each patron may not exceed 1 hour per day, unless special arrangements were made prior to use.
  - d) Reservations will be held for 5 minutes. These 5 minutes will be included in the patron's allotted

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20 minutes. The slot will be forfeited if patron is not present after 5 minutes into the reserved time slot.

**E. E-MAIL AND CHAT LINES**

- 1) The library does not offer e-mail accounts. However, the use of Hotmail or other sites by which an Internet user may receive e-mail messages is allowed.
- 2) *Access to chat rooms is not permitted on in-house terminals.*

**F. TERMINAL USE**

Internet terminals are to be used for Internet research only. Computers may not be altered for any purpose, nor may other programs be accessed or personal software be used in conjunction with the library's hardware. Outside software may not be loaded onto the in-house terminals.

**G. ETHICAL USE**

- 1) Internet computers may not be used for illegal or unacceptable purposes. This includes, but is not limited to; harassment of other users, libeling or slandering other users, destruction or damage of equipment, software or data belonging to the library or other users, disruption or unauthorized monitoring of electronic communications, unauthorized copying of copyright-protected material, or **"hacking", unauthorized access and all other unlawful activities.**
- 2) **It is not the policy of the library to allow unauthorized disclosure, use or dissemination of personal identification regarding minors.**

**H. INTERNET ACCESS POLICY**

- 1) Resources at the library, including Internet services, are provided equally to all users. The library does not censor access to materials or protect other users from offensive information.
- 2) Parents or guardians are responsible for Internet information selected and accessed by their children. Parents are advised to supervise their children's Internet access. **Minors may be targeted on the Internet particularly when utilizing electronic communications. Parents/guardians are advised that the library is not responsible for the safety and security of minor users.**

**I. The Library affirms the following principles and user's rights as set forth in the American Library Association's *Library Bill of Rights in Cyberspace*:**

- 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 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 restriction of, a child's use of the Internet rests solely with his or her parents or legal guardians.

**J. COMPUTER ETIQUETTE**

In light of the above statements, Sunshine Hall Free Library still assumes the responsibility for maintaining a neutral environment in the public service areas. We therefore ask patrons to be aware that terminals are in public locations and can be readily viewed by other patrons in the library. If material