

CHESAPEAKE PUBLIC LIBRARY

Number: 1023

Policies and Procedures

Effective Date: July 8, 2004

Subject: Internet Access

Supersedes: May 10, 2002

PURPOSE:

To establish guidelines for Internet use by all Chesapeake Public Library cardholders.

POLICY:

Internet access is available in all Chesapeake Public Libraries. All users are expected to use this resource in a responsible manner. The use of library computers to send, receive or display inappropriate materials, defined as text or graphics, which may reasonably be construed as obscene, is prohibited. Before access to the Internet is permitted, patrons will be required to acknowledge the library policies posted online. In compliance with the Children's Internet Protection Act (CIPA), all library computers are filtered with the N2H2 Internet Content Filtering software. The computers are also equipped with the Smart Access Manager (SAM) software by Comprise Technologies, which allows for print and user management.

Electronic resources, including the Internet, at the Chesapeake Public Library are not to be used for illegal purposes. Any use of computers and/or the Internet that interferes with the activities of the Library or its network, or is in violation of the laws, regulations ordinances of the United States of America, the Commonwealth of Virginia and/or the City of Chesapeake, is strictly prohibited. Examples of such include but are not limited to harassment, libel, destruction of equipment or software, disruption or unauthorized monitoring of electronic communications, unauthorized copying of copyright protected materials.

Violation of any U.S., Virginia, or local laws or statutes including, but not limited to, the following can lead to prosecution:

- USC Title 18 Chapter 100 regarding the Sexual Exploitation and other Abuse of Children
- USC Title 18 Chapter 71 Sections 1465-1468 regarding distribution of obscene materials
- Code of Virginia Title 18.2 Article 5 regarding Obscenity and Related Offenses
- Code of Virginia Title 18.2 Article 6 regarding Juveniles
- The Computer Fraud and Abuse Act of 1986
- Credit Card Fraud Act of 1984
- The Electronic Communications Privacy Act
- The Virginia Computer Crimes Act
- The U.S. Copyright Act

Parents or guardians are responsible for the Internet information selected or accessed by their children. Parents are strongly advised to remain with their children while they use the Internet. Patrons are required to use their library card number and personal identification number (PIN) when registering for Internet station use. Guest passes are available for visitors. Due to space constraints, there is a limit of two patrons at each Internet terminal. Patrons in barred or blocked status are not eligible to use the computers until their cards are cleared or unblocked.

Reservations are suggested to ensure availability at the desired time. Reservations may be made in person, by telephone or from the Library's web page up to seventy-two (72) hours in advance. Reservations are for a one-hour block of time (30 minutes in the Children's Room). Each person may sign up for more time if no one else is waiting or has reserved the computer. All printing and downloading must be completed within the allotted time. There is a per page charge for information printed from the Internet.

Stand-up email stations (with a 15 minute time limit) are provided as a courtesy to our visitors and can be accessed without a Chesapeake library card by signing in as a guest. Non-cardholders are encouraged to obtain a library card if using the computers on a regular basis.

PROCEDURES:

Library Manager: Has the discretion to allow patrons in blocked status to use computers.

Computer Manager: Will install appropriate level of filtering software on all public computers.

Employee: When a patron requests use of the Internet, will direct the patron to the appropriate service desk. When taking a reservation, either over the telephone or in person, will advise the patron of the requirement to possess a Chesapeake Public Library card. If the patron does not possess a card, staff will advise the patron of the procedure to obtain the card (Library Policy 1001).

Patrons in **barred status** are not eligible to use a computer and must be referred to the City Treasurer's Office in South Norfolk to clear their card.

Patrons in **blocked status** are not eligible to use the computer and should be referred to the Circulation Desk to unblock their card. Library Manager discretion prevails.

References: Library Cards (1001)

Attachments: Internet Access Guidelines

Internet Use Guidelines

The Chesapeake Public Library expects patrons to use the resources available at the Library in a responsible manner.

RESPONSIBILITIES

Library patrons should use caution when sending personal information over the Internet. The Library is not responsible for the confidentiality of personal information, including credit card account numbers, disclosed on the Internet. Parents or legal guardians of minor children are responsible for their child's use of the Internet through the Library's computers. Due to time constraints, the printing of extensive files or graphics is discouraged. All printing, downloading and/or searching must be completed within the allotted time schedule. The Copyright Law of the United States (Title 17 U.S. Code) governs the distribution, adaptation, reproduction, public performance, and public display of copyrighted material. The user is solely responsible for any possible infringement of copyright laws; the Library disclaims any responsibility for liability that results from such action. Due to space constraints, there is a limit of two patrons at each Internet terminal.

WARNINGS

Library patrons should realize the Internet is an unregulated resource. Materials accessible through the Internet may be outdated, biased, inappropriate or offensive. The display of sexually suggestive objects or pictures is prohibited and is in violation of state or federal obscenity laws. Illegal acts involving library resources are subject to prosecution by local, state or federal authorities. Patrons should be aware that Internet sign-up lists are available through the Freedom of Information Act. Patron registration remains confidential. Any abuse or misuse of the computer hardware or software will result in suspension of use privileges. This includes copying library software, the installation of unauthorized software, or changing library established computer set-up programs. Internet use privileges also will be suspended for violation of the above restrictions and other inappropriate behavior, as determined by library staff.