



# Franklin-Springboro Public Library

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## Internet Access Policy and Terms for Acceptable Use of Library Computers

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### THE LIBRARY'S OBJECTIVES

The mission of the Franklin-Springboro Public Library is to provide information to meet the needs of the people in northwest Warren County. Internet access is an important source of information and will be provided free to all individuals and groups who come to the library and abide by this Internet usage policy.

The Internet is evolving tremendously over time. Web access has become a necessary tool for transactions between students and educational institutions, individuals and businesses, social services and clients, job seekers and

employers, citizens and government. The library strives to configure its computers so that patrons can transact "business" via legitimate websites. Since web technology is always changing, there will be times when the library's computers will have to be reconfigured to allow access to new functions of a particular website. Patrons should report any access problems to the reference staff.

## **ACCURACY DISCLAIMER**

Not all Internet sources provide accurate, complete, or current information, and some may be offensive, fraudulent, or dangerous. The library cannot monitor or control the information accessed over the Internet and is not responsible for its content. Users are responsible for determining that the information they access is acceptable, reliable, and suitable to their needs. Patrons use the Internet at their own risk. The public computers use a special program that clears changes made to the hard drive after each session. **Data saved to the hard drive will be deleted at log off. Patrons should save their work often to a removable USB flash drive to prevent data loss.**

It should also be understood that use in a public environment prevents any guarantee of privacy. Also, since it is a public building with children of all ages present, ***sexually explicit, obscene, and violent websites should not be accessed.***

## **INTERNET FILTER**

The library uses a filter software application to screen all public computers having Internet access. Filters are not foolproof; sometimes filtered sites may slip through; other times filters may block unintended sites. The Franklin-Springboro Library expressly denies responsibility for the effectiveness of its filtering software application.

## **CHILDREN ON THE INTERNET**

As with all library materials, parents, guardians and caregivers are responsible for their children's use of the Internet. Despite the use of an Internet filter the library staff cannot guarantee the suitability of the databases that children may access on the Internet.

Parents are encouraged to work with their children to develop acceptable rules for Internet use. ***Do not let your children wander alone on the Internet.***

Parents and children are also encouraged to read "Child Safety on the Information Highway," jointly produced by the National Center for Missing and Exploited Children and the Interactive Services Association. For more information, please visit:

[http://www.justice.gov/usao/wie/justice\\_for\\_all/publications/Internet%20Safety%20on%20Info%20Highway.pdf](http://www.justice.gov/usao/wie/justice_for_all/publications/Internet%20Safety%20on%20Info%20Highway.pdf).

## **SOFTWARE**

**You may not use your own software** programs on the library's computer workstations. Saving information is only permitted onto portable USB flash drives.

## **GUIDELINES FOR USE OF LIBRARY COMPUTERS**

Computers are available to all individuals and groups in the community for purposes of education and information. Sending, receiving, displaying text or graphics that may reasonably be construed as inappropriate to the library's objectives are grounds for loss of computer privileges.

***The Franklin-Springboro Library reserves the right to limit or restrict use of the Internet as it deems appropriate to optimize the public's use of this valuable resource.***

Library staff will be glad to assist patrons in using the Internet. Because of the many applications available over the Internet, library staff may not always be familiar with specific resources patrons wish to use. In these cases the patron is responsible for learning how to use those resources; the library cannot provide technical instruction.

**If users experience any problems with the computers, they should notify library staff immediately.**

**Misuse of library computers or of Internet access will result in the loss of computer privileges.** The decision to revoke these privileges is at the sole discretion of the library staff.

## **EXAMPLES OF UNACCEPTABLE USAGE**

- Using for any illegal or unethical activity, including participation in pyramid schemes and violation of copyright or other contracts
- Using for commercial activities
- Degrading or disrupting equipment or system performance
- Vandalizing the data of another user
- Wasting resources
- Gaining unauthorized access to resources or entities
- Harassing anyone, invading the privacy of individuals, posting anonymous messages.

## **CONDITIONS AND TERMS OF LIBRARY INTERNET USE**

1. Patron computers are managed by PC Reservation software. A current Franklin-Springboro Public Library card and a PIN number are required to use the computer workstations.
2. Users must accept the "Internet Access Policy for the Franklin-Springboro Public Library."
3. If you do not have a library card, you cannot use the computers.
4. To use the library's Internet computers, individuals under 18 years of age must have a signed Library Card Application with Unlimited Access checked and signed by a parent or guardian in-person at the library.
5. Use of the library's computers is on a first-come, first-served basis. The system allows each user three 1 hour sessions a day. During peak usage, there will be a maximum time of 1 hour per session.
6. The computer workstations are normally available, but subject to periodic maintenance.
7. Computers will automatically log off when the time limit has expired, so work should be saved often to a removable USB flash drive. Data saved to the hard drive will be deleted at log off.
8. Patrons may establish and access their own email account with any web-based email service such as "Google Mail." The library's filtering software allows downloading of most document formats. Please ask for assistance if you encounter problems.
9. Due to the prevalence of computer viruses on public workstations, you will not be able to use your own software. Files may be *saved temporarily* on the

desktop until your session ends. You are encouraged to save important work on removable USB flash drives.

10. Printing is available to patrons. It is recommended that you do a ***Print Preview*** each time you print. You may pay for and release your print-outs at the print release terminal. **Refunds cannot be given for unwanted printouts.**

9/29/11 Revision

### **PRINTING CHARGES:**

8 1/2" x 11"	Black & White = 10¢	Color = 30¢
8 1/2" x 14"	Black & White = 10¢	Color = 30¢
11" x 17"	Black & White = 20¢	Color = 60¢

Removable USB flash drives = \$8.00

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