

**Public Access Computer Policy  
Longview Public Library  
May 2010**

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## **I. Introduction**

In response to the changing needs of the community and advances in technology, the Longview Public Library endeavors to develop collections, resources and services that meet the cultural, informational, recreational and educational needs of Longview's diverse community. It is within this context that the Longview Public Library offers access to the Internet from Public Access computers in the library.

Have fun exploring the Internet, but please remember that many times specific information that is needed is often more readily available in the library's books, magazines, databases or through other library services such as interlibrary loan.

## **II. Responsibilities of Clients**

The Longview Public Library does not monitor or control the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and content. Not all sources on the Internet provide accurate, complete or current information. While the Internet offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal. Users need to be good information consumers and question the validity of the information that is found.

Internet access is provided on all Public Access computers only. Clients have access to the Internet within the guidelines outlined in this agreement. Parents and/or legal guardians are responsible for the Internet information selected and/or accessed by their children. Parents are encouraged to work closely with their children in selecting material that is consistent with personal and family values. Parents, and only parents (as agreed in the contract for a youth library card), may restrict their children from access to the Internet resources accessible through the library's Public Access computers. In the Youth Services area, access to many pre-selected Internet-based children's educational and recreational resources is provided. These services have been chosen for their value in supporting school projects and personal interests of children.

## **III. Responsibilities of Library**

The library's staff has provided specific starting points for searches on the library's home page, which are appropriate to the library's mission and service roles. However, the library cannot control or monitor this material, or other materials accessible through Internet sources. It is not possible to apply the same selection criteria that are used for other materials.

Internet access is available through numerous "search engines," each of which has its own search criteria. The library staff will be happy to assist you with your Internet access, but does not provide in-depth training concerning Internet computer jargon or personal computer use on an individual basis outside of Public Training Classes. Criteria change as systems are upgraded and replaced and library staff cannot predict nor have knowledge of these proprietary systems. The Internet is an ever-changing information environment. The library looks forward to assisting you in getting to the places you want to go on the Internet.

## **IV. Guidelines for Access**

### **a. General Conditions**

1. Internet access is limited to Public Access computers. Computers set aside for the Library Catalog, Pharos reservation management system, and public printing may not be used by the public to access the Internet.

2. Patrons will use their library card number and password to logon onto Public Access computers. Guests, people using the library without a library card, may "check out" a guest card from the Circulation Desk, or Youth Desk if they are using a computer in the Youth Department, by leaving a picture ID at the desk while using the computer. The picture ID will be returned when the guest card is returned.
3. Patrons and guests are agreeing to abide by the "Computer Acceptable Use Policy" when they log onto any Public Access computer. The "Computer Acceptable Use Policy" is displayed on all public computers prior to log on and is included here for clarification. See sidebar on the right.
4. Most Public Access computers are available on a first-come, first-served basis with a time limit of 30 minutes that can be extended except when other clients are waiting. The Pharos reservation management system is used to control computer availability. Waiting clients can use this system to request a computer up to two days in advance.
5. The following Public Access computers have special restrictions:
  - The public computer located in the Local History Department is for use by genealogy patrons and those using the public scanner;
  - Only teenagers (people age 13 to 18) are allowed to use the teen computer located near the teen section of the library and labeled as "Teens Age 13-18 Only";
  - Only adults who are accompanied by minors (people age 17 or younger) in the Youth Department, are allowed to use Youth Public Access computers;
  - Youth and Broughton Branch Public Access computers are available for 30 minute sessions only unless working on school assignments (ask staff to set up a reservation).
6. The following is not available on the library's computer system: e-mail accounts, homepage accounts, Internet relay chat groups, or any service which requires a subscription or fees paid, unless previously contracted for by the library staff.
7. Clients may not install any software on library computers.

#### **b. Ethical Use**

1. Users may not use the workstations to gain access to the library's networks or computer systems or to any other network or computer system.
2. Users may not obstruct other people's work by consuming large amounts of system resources or by deliberately crashing any library computer system.
3. Users may not make any attempt to alter software configurations.
4. Users may not attempt to cause degradation of system performance.
5. Users may not engage in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
6. Users may not make any attempt to deliberately and knowingly introduce a computer virus.
7. Users may not use any workstation to operate a business.

#### **c. Legal Use**

1. Users may not make any attempt to damage computer equipment or software.
2. Users may not use any library workstation for any illegal or criminal purpose.
3. Users may not violate copyright laws or software licensing agreements in their use of Library workstations.

4. Users may not send, receive, or display text or graphics which could be characterized as obscene, violent or otherwise inappropriate as defined in the following state and municipal codes:
  - Texas Penal Code 43:24: Sale, Distribution, or Display of Harmful Material to Minor: (b) a person commits an offense if, knowing that the material is harmful: (2) he displays harmful material and is reckless about whether a minor is present who will be offended or alarmed by the display. (Full copy is available at the Information Desk)
  - City of Longview Code of Ordinance, Section 58-81: Obscene publications, exhibitions, moving pictures, etc and Sec. 58-81.1 Display of obscene publications by establishments open to persons under eighteen (Full copy is available at the Information Desk)
  - Service Policy of the Longview Public Library, adopted by the Longview City Council. Section VI.C.2 Disruptive Behavior. (Full copy available at the Information Desk)

**THE LIBRARY RESERVES THE RIGHT TO TERMINATE THE INTERNET ACCESS PRIVILEGES OF ANY PERSON ABUSING THESE RULES.**

**V. Copyright**

U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic material without explicit permission of the copyright holder.