

Natchitoches Parish Library

Electronic Resources Access Policy

Mission

"Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. These rights extend to children as well as adults.

Libraries and librarians exist to facilitate these rights by providing access to, identifying, retrieving, organizing, and preserving recorded expression regardless of the formats or technologies in which that expression is recorded."

**~ American Library Association Statement on
Electronic Information, Services and Networks**

It is the mission of the Natchitoches Parish Library to assist patrons of all ages by providing exemplary customer service through a competent and friendly staff in order to meet the informational, recreational and educational needs of our patrons through a current and useable collection of information in various formats and presentations.

We recognize that the internet is a valuable and necessary tool in meeting our patrons' needs and offer our patrons internet access in a technologically current environment through both public computer labs and wireless internet access via our patrons' personal laptop computers.

This policy outlines permissible uses of all public access lab computers and wireless internet access. All patrons must read this policy and agree to abide by the rules and regulations set forth herein.

Electronic Resources and User's Responsibility

The internet contains a wealth of valuable information. However, users should be aware that some information is inaccurate, outdated, or offensive. The library has no control over the internet and assumes no responsibility for content of sites on the internet.

Patrons must evaluate the reliability and validity of information accessed. While we recognize the rights of children to access information under the First Amendment, we also recognize the rights of parents to question this information. Parents, not the library, must ultimately be responsible for the use of these resources by their children.

Acceptable Uses

Patrons are encouraged to use the workstations for the following purposes:

1. Research and educational information
2. Printing from full text databases
3. Unstructured navigation ("surfing") of the internet to locate sites of interest and to hone usage skills
4. Creation of documents using Microsoft Office software

Costs

There is no charge to use a workstation to access information, on the internet or otherwise. However, patrons shall assume all printing costs. Black and white printing rates are \$0.15 per page for letter or legal sized paper and \$0.25 per page for 11"x17" paper. Color printing may be available in some of our computer labs. Color printing rates are \$0.50 per page for letter or legal sized paper and \$0.75 per page for 11"x17" paper. The library reserves the right to adjust printing rates as necessary to cover printing costs without immediate revision of this policy. Patrons are responsible for all printing mistakes.

Patrons may use their own USB (jump/thumb) drives in library computer labs. USB (jump/thumb) drives may be purchased from the library for \$6.00 each.

Headphones are available for use in the computer labs. Ear buds may be purchased from the library for \$2.00 per set.

Prohibited Uses

1. Using the workstation for illegal, unauthorized, unethical or commercial purposes (including sending unsolicited commercial material or "spamming").
2. Manipulation of internal hardware and/or software, including uploading or downloading any software or saving any files onto the workstations hard drive (including the desktop).
3. Transmission or downloading any material in violation of state or federal laws including the following:
 - a. Sending, receiving, or displaying text or graphics which may be construed as obscene.
 - b. Copying or downloading any material in violation of copyright law.

4. Downloading of software and/or files not in the public domain is a violation of copyright law and is expressly prohibited. This includes illegal movies and music.

Workstation use is a privilege and should be treated as such by all users of the system. The library staff has the right to determine the appropriateness of workstation use and can at any time require a person to leave the workstation. Prohibited use will result in the loss of workstation privileges. In accordance with the library's general policy, appeals of such loss should be addressed to the library director in writing. Perpetrators of malicious damage to the system will be prosecuted to the full extent of the law.

Children's Internet Protection Act

Internet Filter:

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. Under CIPA, no school or library may receive federal funding unless it is enforcing a policy of Internet safety that includes the use of filtering or blocking technology. In compliance with CIPA and the federal government to insure the safety of our children, the Natchitoches Parish Library uses a web filtering system to block access to pornographic sites, text messaging, chat rooms, and social networking sites. Our policy has always been that patrons are prohibited from viewing pornographic materials in our computer labs, and with the growing use of the internet by sexual predators, we feel it is in the best interest for the safety of all patrons of the Library, particularly children, to also prohibit access to text messaging, chat rooms, and social networking sites in all of our public computer labs.

It is against the law for any person under 18 years of age to view pornographic material. Although we do use an internet filter, no device is foolproof and the internet changes from moment to moment. We strongly recommend that parents/guardians monitor their children's internet access. There are many websites on the internet that are legal for children to view that parents/guardians may find objectionable.

Occasionally, a website that is not offensive will be blocked by the filter. When this happens, patrons may request in writing that the site be reviewed for possible unblocking. A form may be obtained at the circulation desk. You must include the complete URL for the website and an email address on your request to get a response to your inquiry. Requests that are obscenely worded or offensive may not receive a response.

Internet Safety:

Parents/Guardians should be aware of the dangers of the internet. Even with the use of a web filtering system, it is impossible for the library to guarantee 100% blockage of pornography, social networking sites, or chat rooms, or to monitor electronic mail or other forms of direct electronic communication. Again, we strongly recommend that parents/guardians monitor their children's internet access. Parents are ultimately responsible for how their children use the internet, whether at home or at the library.

Adults should also be aware of the dangers of online transactions. The Natchitoches Parish Library assumes no responsibility for the security of online transactions and cannot guarantee privacy on the internet. Messages and information about a user's activities may be subject to unauthorized interception by third parties. All patrons should be careful when giving out any personal or financial information over the internet. Patrons are encouraged to research the authenticity and business practices of any organization they chose to deal with electronically.

Limitations

Time:

Adult and Children's Computer Labs:

Because of the limited number of workstations, time limits will be imposed in these two labs. A maximum time limit of one hour can be reserved for an individual needing to use a workstation. Patrons can call to make an appointment for the current or following day for a one-hour slot. Patrons are asked to call at least one hour in advance when requesting an appointment.

A 10-minute grace period will be given for appointed times but afterwards the workstation will be assigned to another patron if there is one waiting. If no one is scheduled or waiting for a workstation after a patron's hour is up, the patron can remain on the computer until someone else needs it. Each patron can only schedule one-time slot per day.

Hours:

Public access to workstations will be available during library hours only. All computer labs close 30 minutes prior to the library's closing. The computer lab may also be closed for computer classes, regular maintenance, and special programming. When the lab is scheduled to be closed, staff will attempt to notify patrons in advance by posting flyers throughout the library.

Age:

Because of the high cost and delicate nature of electronic and mechanical equipment and also because of the possibility of the access of inappropriate materials, children age 17 and under will be required to have signed parental permission before accessing the workstations and the internet. Children age 17 and under must also have a library card before they can use the workstations.

Guest Pass:

Guest passes for computer use are available for patrons who are not eligible for a Natchitoches Parish Library card due to non-residency. **Guest passes are not available**

to residents of Natchitoches Parish. Guests, ages 6 through 13, must have a parent or guardian sign the visitor's permission card.

Wireless Access Usage Policy

The Natchitoches Parish Library offers to patrons open public wireless Internet access free of charge subject to the following terms and conditions:

Disclaimers & Limitations:

- Wireless Internet access is provided with no guarantee and no warranty.
- Data transferred through the wireless network is not secure and may be monitored, captured, or altered by others.
- The Natchitoches Parish Library assumes no responsibility for the protection of personal patron equipment or for laptop configurations, security, or data files resulting from connection to the Library's network.
- The library is exempt from liability for data stolen, altered or deleted while using the wireless access.
- Library staff is not able to provide technical support and is free of responsibility in regard to patrons' computers or other equipment in accessing the wireless network.
- At its sole discretion, the Natchitoches Parish Library may terminate this public access at any time and without prior notice.
- Wireless printing is available through the library's MobilePrint Service, powered by PRINTERON. Patrons are able to use their personal computers or mobile devices to send print jobs to the library's printers from any location. Remote prints may only be sent during the library's normal operating hours and must be printed within two hours of submission. Headphones will be required by patrons listening to audio content inside the Library while connected to the wireless network. Wireless users must provide their own headphones.
- In using the free wireless Internet access, the patron agrees to release, indemnify, and hold harmless, the Natchitoches Parish Library, its administration and employees, and any affiliate, from any damage that may result from the use of the wireless Internet access.
- Patrons using the wireless Internet access agree to abide by all the rules and regulations of the Natchitoches Parish Library Electronic Resources Access Policy.

Comments and Suggestions

Electronic information technology is emerging, expanding, and changing constantly. The Natchitoches Parish Library Board of Control encourages patrons to make use of new technology and welcomes comments and suggestions regarding policies governing the use of that technology. Comments and suggestions may be made to the library director in person, over the phone, or in writing.