

## **Camden County Library District Policy Manual**

### **Section 2. Subsection 7 Internet Policy**

Camden County Library District, including all branches, has the goal of providing equal access to the Internet for all residents of Camden County.

The Internet is a global electronic communications network that provides vast, diverse, and Unique resources. All Internet resources accessible through the libraries are provided equally to all library users. The libraries have no control over information on the Internet and cannot be held responsible for its content. All users must evaluate for themselves the validity of any information found.

The parents and/or guardians of minors are responsible for setting and conveying the standards which their children and youth should follow when using media and information sources. The local libraries support and respect each family's right to decide whether or not to allow their child to apply for access to the Internet. Parents are advised to supervise their children's Internet sessions. Parents must remain within eyesight for children under 10. Children who are preschool age through kindergarten may use the Internet with the direct assistance of a parent or guardian seated beside the child.

The computers are available to the public for other personal computing purposes as well as for accessing the Internet.

#### **WHO IS ELIGIBLE?**

- Anyone who holds a valid Camden County Library card
- Anyone who is in good standing with the library
- Anyone who has no delinquent materials checked out on their library card
- Anyone who is willing to abide by library policy and rules for Internet/computer usage
- A payment plan is available for large amounts overdue. If the patron is current on monthly payments, they will have their computer privileges restored.

#### **HOW TO REGISTER?**

No registration is needed to use the computers. Registration is automatic with your library card registration. It is necessary to have either your library card or ID with you anytime you wish to use the computers.

#### **CONTENT FILTERING**

- We have implemented a content filter to comply with the CIPA (Children's Internet Protection Act) ruling.
- All Public Access Computers are filtered for content.
- Patrons may submit requests for review for a page they feel should be blocked or unblocked. Requests can be sent to [contentfilter@ccl.d.us](mailto:contentfilter@ccl.d.us).

- Blocked site lists are downloaded daily to keep us up to date on sites that are inappropriate.

## **RULES FOR USE:**

- No more than two at a time at any computer.
- Each user is guaranteed one (1) hour if needed/wanted. If others are waiting, the computer must be vacated for the next user at the end of one (1) hour. The computers are available on a “first-come, first-served” basis unless an advance reservation has been made.
- Camden County Libraries do not issue e-mail accounts. Patrons may use free e-mail accounts such as Gmail or Yahoo Mail.
- Patrons need to check with library staff concerning downloading programs from the Internet, such as plugins to use with Internet websites that they are viewing.
- Users shall assume full responsibility for learning to use the computers and software on their own. Library staff cannot provide in-depth training concerning Internet jargon or personal computer use. We can get you started and may be able to offer general suggestions on search strategies and answer general questions.
- User’s failure to observe any part of these policies, guidelines, rules may result in a suspension of their right to use library computers. Other usual and ordinary library sanctions may apply.
- Anyone using the computers for other than the Internet will abide by the same rules regarding making reservations, length of time for use, and supplies.

## **Punishments for violation of the Public Access Acceptable Usage Policy:**

- 1st Violation for Minor offense – no access for 7 days.
- 1st Violation for Mid-range offenses – no access for 30 days.
- 2nd violation of either minor or mid-range offense will not exceed 6 months’ termination of computer usage.
- 1st violation of a major offense – termination of computer privileges permanently.

## **DEFINITIONS OF OFFENSES**

### **Minor offenses can consist of:**

- Transmitting of offensive or harassing messages.
- Engaging in defamation.
- Participating in hacking, P2P file sharing, etc., or any other use meant to damage library systems or any computer system.

- Disclosing or sharing user's password with others.
- Impersonating another user.
- Using one's own software program on the library's computers.
- Altering the library's computer settings.

**Mid-Range Offenses can consist of:**

- Viewing, transmitting, or downloading pornographic materials.
- Uploading a virus, worm, or any other form of program or programming code that is meant to damage or vandalize another computer system or website.
- Jeopardizing the security of the computer network or other networks on the Internet.
- Damaging or modifying library computer equipment, accessories, or software.

**Major Offenses can consist of:**

- Compromising the safety and security of minors (anyone under 17) when using e-mail, chat rooms, and other forms of direct electronic communication.
- Arranging a face-to-face meeting with someone one has "met" on the computer network or Internet without a parent's permission.
- Viewing or uploading Child Pornography (this violation will be turned in to the police.)
- Violation of any Federal or State Law while using the Internet.

Any library staff member can ask a patron to log off a computer, and upon review of the offense, the Director or member of management will determine the level of offense and assign the correct action and time frame of denial of computer usage. The appropriate police agency may be notified.

**RESERVATIONS**

Users may reserve library computers in advance in person or by telephone:

Camdenton 573-346-5954	Climax Springs 573-347-2722
Macks Creek 573-363-5530	Osage Beach 573-348-3282
Stoutland 417-286-3611	Sunrise Beach 573-374-6982

- Reservations may be made up to one week prior to the time of use.
- Reservations are for one (1) hour. Additional time is granted if no one is waiting.
- Reserved time is not transferable to another person.
- Reservation time is forfeited if the user does not arrive within five (5) minutes of their starting time.  
(Library time)

## **SUPPLIES**

- There is a cost of \$0.25 per page for black and white printing and \$0.50 per page for color printing.
- You may not print labels on library printers.

Anyone using the library computers for other than Internet access will abide by the same rules regarding making reservations, length of time for use, and supplies.

## **RULES FOR COMPUTER USE BY VISITORS WHO DO NOT HAVE A CAMDEN COUNTY LIBRARY DISTRICT PATRON CARD**

People who are not Camden County Library District cardholders may use the computers (for e-mail or research) under the following conditions:

- \$1.00 fee buys 60 minutes of time guaranteed. Current members of the armed forces are exempt from these fees. DOD ID must be presented for this exemption.
- A person may use additional time if space is available.
- All other CCLD Internet rules apply.
- Unaccompanied minors may not purchase a guest pass. Parents/guardians must purchase guest passes for minors.

## **WIFI INTERNET ACCESS**

CCLD provides free WIFI access to all patrons. Content is filtered to comply with CIPA.

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