

Computer and Internet Policy and Guidelines Phoenix Public Library

The following are rules and regulations of the Phoenix Public Library. These are effective June 29, 2017 as adopted by the Board of Trustees of the Phoenix Public Library at a public meeting following normal notice.

All users of electronic resources are expected to use these resources in a responsible and ethical manner consistent with the standards and rules of the library and of the community.

Choosing and Evaluating Sources

The library offers access to the Internet as an electronic means of reaching ideas and information and greatly expanding its information services beyond the traditional collections and resources. Because of this, the library has been recognized by the New York State Department of Education as an Electronic Doorway Library.

The Internet provides access to many valuable local, national and international sources of information. However, not all sources on the Internet provide accurate, complete or current information. The library cannot control the accuracy of information, the validity of the information, availability of links, nor the availability of material that some may find offensive. A user **MUST** evaluate the validity of the information sources.

Library users access the Internet at their own discretion and are responsible for any access points they reach.

Rules Governing Use:

- A user must sign an attendance/signup sheet to have access to the computers.
- Computer time is limited to one hour.
- A user may sign up for a second session if no one is waiting.
- Use is limited to a maximum of two people per computer at a time.
- Computer use is limited to the hours that the library is open.
- A user must save files or downloaded data to a USB drive.
- Library staff is available to help navigate the Internet by offering suggestions for sites and searching assistance.
- Library staff reserves the right to remove inappropriate materials from the computer and to instruct the patron to refrain from seeking similar sites.
- When using computer to listen to music, dialog, sound effects, etc. library users must use earphones to make the sound inaudible to others. If sound is heard despite the earphones, the library user must lower the sound level or turn the equipment off.

A User Must NOT:

- Use the PC's to gain unauthorized access to the Library's network or computer systems or to any other network or computer systems.
- Obstruct other people's work by consuming large amounts of system resources or by deliberately crashing any library computer system.
- Make any attempt to damage computer equipment or software.
- Make any attempt to alter software configurations.
- Make any attempt to cause degradation of system performance.
- Use any Library computer for any illegal or criminal purpose.
- Violate copyright laws or software licensing agreements in their use of library computers.
- Engage in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
- Install or download any software.

The library may deny or withhold computer/Internet privileges and other library services for infractions of these policies. The parents or guardians of minors may also lose their computer privileges and other library services for infractions of these policies. Unlawful activities will be dealt with in an appropriate manner.

Access by Minors

It is the policy of the library that parents and guardians are responsible for setting guidelines and restrictions for their minor children.

In accordance with the policy of the Phoenix Public Library any children age 14 and over, who wish to use the computer, must have a Library Card or must be accompanied by an adult while using them. The minors' library card will have to be shown each time they sign in to use the computer. Children under age 14 must be accompanied on the computer by an adult.

In providing public access to the Internet, the Phoenix Public Library shall be in compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Act (N-CIPA). **It is, therefore, the policy of the Phoenix Public Library to provide filtering or blocking on all library owned public computers.** Specifically, as required by the CIPA and N-CIPA, to the extent practical, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

The Internet contains a wide variety of material and opinions. The library cannot warranty the timeliness, accuracy or validity of the information, availability of links, or regulate the materials some may find offensive. **The library's ability to restrict access to images and information covered by CIPA and N-CIPA is subject to the limitations of filtering software.** As in computer use by a minor, it is the responsibility of the parent or guardian, **not the library staff**, to determine what information is appropriate and suitable. Parents/legal guardians are encouraged to actively participate in teaching Internet safety.