# Carthage Public Library Internet, Computer, and Equipment Usage Policies

Any persons using computers, devices, equipment, or internet at the Carthage Public Library must abide by the Carthage Public Library Internet, Computer, and Equipment Usage Policies.  This also includes off-site usage including but not limited to printing services, database usage, and electronic resources.

## MISSION STATEMENT

In furtherance of its mission to provide cultural, educational, informational, and recreational materials to members of the community, the Carthage Public Library offers access to the Internet.

The internet is a global entity with a highly diverse user population and should be used wisely.  The Carthage Public Library has no control over information accessed throughout the Internet and cannot be held responsible for its content.

## INTERNET USE

### SAFETY AND PRIVACY DISCLAIMERS:

The internet that the library provides is part of a public network.  The Carthage Public Library cannot guarantee confidentiality or privacy on the internet.  Patrons must be aware that personal information they provide over the Internet may not be secure. Patrons are responsible for personal safety, device safety, and the safety of any accounts and information on any device used at the library.  They should take appropriate measures to protect themselves from viruses, malware, hoaxes, and scams.

As with all Carthage Public Library resources, the library affirms the right and responsibility of parents/guardians, NOT library staff, to determine and monitor their minor children's use of the internet.  When a parent/legal guardian completes a library card application for their minor child (under the age of 18), they give consent for the minor to use the internet provided by the library. Parents who believe their children cannot responsibly use the library's Internet access are requested to monitor their children's Internet use.

Internet users are reminded that not all sources on the internet provide accurate, complete or current information.  Filtering software does not block all materials that users might find offensive.

### FILTERING:

In order to comply with the Children's Internet Protection Act (CIPA), the Neighborhood Children's Internet Protection Act (N-CIPA), and Missouri's Rule 15 CSR 30-200.015, the Carthage Public Library has installed filtering software at the network level and will enforce the operation of the filtering software during any use of those computers to prevent and block offensive materials and applications.  Computer users are prohibited from accessing images of a graphically explicit sexual nature that may be reasonably construed as obscene and in violation of current law (Mo. RSA 573.010. Section 573-060).

### WI-FI

The Carthage Public Library offers free wireless internet (Wi-Fi) to our patrons for use on personal devices for the same reasons that it offers free usage of public access computers.  Wi-Fi usage is governed by the same policies and filtering as the public access computers.

<u>VIOLATIONS:</u>

Computers users are not permitted to bypass our filtering systems, disable any library installed software, circumvent the configuration of library computers, or run any software or command from a boot or pre-boot environment.  If adults, aged 18 and over, request that the filters be bypassed, or request that computers be reconfigured to accomplish technical tasks, it will be up to the discretion of the administrative staff, as time permits.

Misuse of any library computer or intentional damage to library equipment or computer system will result in the loss of computer privileges and may result in suspension of library services.  Library staff reserves the right to terminate or restrict library privileges for abuse of these policies or any other destructive, malicious, or unlawful activities.  Among the uses that are considered unacceptable and which constitute a violation of this policy are including but not limited to the following:

1. *Uses that violate the law or encourage others to violate the law.*  Transmitting of offensive or harassing messages; offering for sale or use any substance or object, the possession or use of which is prohibited by law; viewing, transmitting, or downloading pornographic or obscene materials or materials that encourage others to violate the law; downloading or transmitting confidential information, trade secret information, information used for fraud or documents intended to be used for fraud, or copyrighted materials.  Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. *Uses that cause harm to others or damage to their property.*  These are including, but not limited to, engaging in cyber crimes against others, such as bullying, defamation, slander, doxxing, swatting, revenge porn, or stalking etc.; distribution of malware such as worms, viruses, and trojans; participating in hacking, vandalism, denial of service attacks, and other harmful forms of programming; using our computers to gain unauthorized access to other computers, networks, or information systems.

3. *Uses that jeopardize the security of access of the computer network or other networks on the Internet.*  Disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.

4. *Uses that compromise the safety and security of minors when using e-mail, chat rooms and other forms of direct electronic communications.*  Minors under age 18:  Giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has "met" on the computer network or Internet without a parent's permission.

5. *Uses that Violate Confidentiality of Information.*  Unauthorized disclosure, use, or dissemination of personal information, including minors.

6. *Uses that infringe upon the privacy of others inside the library.* This includes but is not limited to video and audio recording and broadcasting on the internet.

# COMPUTER, DEVICE, AND EQUIPMENT USE

COMPUTER ACCESS:
Computers at the Carthage Public Library are separated by and intended for specific uses and age ranges, such as library catalog searching, minors, and reference research.  In order to further protect minor patrons (under the age of 18), they will be required to use the computers specified for minors.  Computers intended for library catalog searching must not be used for any other purpose.

TO USE THE PUBLIC ACCESS COMPUTERS:
You must present a Carthage Public Library card
Your card must be in good standing with the library
**OR**
Non cardholders must pay $1.00 per hour, before use, with cash or personal check with valid ID
(This payment is non-refundable; any time unused is forfeited)

AVAILABILITY:
Computer time is allotted in 1 hour increments; additional time may be available.  Carthage Public Library cardholders may make reservations in advance.  If a cardholder arrives late, they may have to forfeit any unused time.  Unreserved time may be used on a walk-in basis.  Computers are available during normal operating hours, and are shut down 15 minutes prior to closing time.  Only one person may sit at each computer station.  Exceptions to this rule are at the staff's discretion, but only the person who signed in at the help desk may physically use the computer.

PRINTING:
Patrons may print pages at a preset cost per page.  Patrons are accountable and fiscally responsible for all pages printed.  Patrons are urged to use the print preview function and/or ask a library staff member for assistance in order to avoid printing and paying for unwanted copies.

ASSISTANCE AND PROBLEMS:
Computer users are expected to have basic computer operating skills.  Carthage Public Library staff may be able to assist patrons with basic computer use.  Library staff cannot assist customers with their personal devices or operate the computer in place of the patron.  If patrons need more help, staff can recommend library materials and resources.

Computer and personal device use must not be disruptive to others nearby.

Problems with computer equipment, software, or web filtering must be reported to library staff immediately.

Patrons are allowed to bring and use removable media, peripherals, and tethered devices, but they must know how to use them and complete their own tasks.

Equipment usage must be in accordance with the Carthage Public Library Internet Policy.