

# **Public Internet Use Policy**

*(approved December 5, 2002)*

## **Internet Access at the Library**

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

## **Patron Responsibility**

1. Inappropriate Images—Use of the library's Internet computer to access material that is obscene, child pornography, or "harmful to minors" is expressly prohibited. Public display or printing of offensive or explicit sexual material is a violation of RS MO-573.060 and will result in suspension or revocation of library services and appropriate penalty under law.
2. Age limits—All patrons age 16 and above may use any public access Internet computer. The library reserves the right to ask for proof of age.
3. Internet access by children—As with other library materials, supervision of a child's access to the Internet is the responsibility of the parent or legal guardian.
4. Parental permission required—Children age 16 and under must have a signed Parental Permission form on file. This form must be filled out at the library by the parent or legal guardian.
5. Parental assistance required—Children age 7 and under must have a signed Parental Permission form on file AND must sit with the child at the computer when the child is accessing the Internet. Children age 7 and under who are not accompanied by an adult will only be allowed access to the computers without Internet access.
6. Signing up—Before using the computers for the first time, patrons must read and agree to abide by this *Internet. Use Policy* by signing the form at the end of this document.
7. Signing in—Patrons must show their Riverside Regional Library card and sign in and out at the circulation desk each time they use the Internet computers.  
*(revised & approved by RRL Board, July 23, 2009)*

8. Time limits—Patrons may sign up for a one-hour block of time. The patron must give up a terminal at the end of the hour if another person is waiting to use it. If not, then he/she may sign up for one additional hour. **Limit of two (2) hours per day.**  
*(revised & approved by RRL Board, July 23, 2009)*
9. Reserving computer time—No more than 1 day in advance. Can be reserved at the library or over the phone. If patron has not arrived and signed in by 5 minutes after the hour, that time slot will be made available to other patrons.
10. There is a minimal cost per page for printing. Pay at the circulation desk.
11. Flash drives can be purchased at the circulation desk.  
*(revised & approved by RRL Board, April 28 2016)*
12. Headphones can be purchased at the circulation desk.  
*(revised & approved by RRL Board, April 28 2016)*
13. E-mail can be accessed on the library's terminals.
14. Damage—Patrons agree to pay for any repair or replacement costs of equipment or software intentionally damaged by the patron or by minors for whom the patron is responsible.
15. Computer use—Computers are not to be altered for any purpose. Patrons may not install or use their own software on the library's computers or any external electronic device in conjunction with the library's computers, including but not limited to flash drives, cell phones, laptops, MP3 players, *etc.* *(approved 24 July 2008)*
16. Ethical Use—Internet computers may not be used for commercial, unauthorized, illegal or unethical purposes. This includes, but is not limited to, (a) harassment of other users, (b) libel or slander of other users, (c) destruction of or damage to equipment, software, or data belonging to the library or other users, (d) disruption or unauthorized monitoring of electronic communications, or (e) unauthorized copying of copyright-protected material.
17. Penalties—Patrons are solely responsible for violations they or their legal dependents commit in relationship to library guidelines and policies as well as local, State and Federal laws that apply to usage of library electronic systems. Such violations may result in suspension or revocation of library service and appropriate penalty under law.

## **Library System Responsibility**

1. The library provides only access to the Internet and assumes no responsibility for the suitability, quality, accuracy, or timeliness of its contents.
2. The library adheres to the basic tenets of the Library Bill of Rights and Freedom to Read Statements, however, we reserve the right to investigate violations of patron responsibility as stated in this policy.
3. Computer terminals are in public locations and can be easily seen by staff and other patrons in the library. The staff reserves the right to ask a patron not to access a site that displays images that may be offensive to other library users or, if he/she persists, to ask the patron to stop using the computer or, if necessary, to suspend or revoke that patron's Internet use privileges.
4. The library staff provides limited assistance with Internet use. If you have little or no experience in using the Internet, we encourage you to take the 30-minute introductory training offered weekly at the Central library in Jackson.
5. The library staff provides limited assistance with software programs that are installed on the library computers, but please note that the staff may not be familiar with every application available. Tutorial manuals are available on the computer tables, plus computer instruction books are available for checkout.
6. Riverside Regional Library assumes no responsibility for damage or loss to a patron's data or any other liability that may occur from patron use of the library's computers.  
*(revised 24 July 2008 by Riverside Regional Library Board of Trustees)*
7. Riverside Regional Library and its Board members and employees will be indemnified and held harmless from any actions or judgments resulting from any breach of this policy statement. They shall not be criminally liable or liable for any damages that might arise from a minor gaining access to material that is pornographic for minors through the use of a public access computer that is owned or controlled by the library.