

Internet and PC Use Policy

About the Library and Internet Use

This Internet and PC Use Policy is agreed to by each patron who uses the CPPL internet and PCs, at the initial use, as well as each subsequent use. Each patron should read the Policy carefully in order to understand proper use of library technology.

“Internet use” refers to a patron’s accessing online content while on the Library’s network, including wireless access. “PC use” includes all provided software and equipment used to access content and perform tasks while on a Library device.

Internet Use Disclaimer

While the Internet offers access to a vast and global network of information, it must be noted that there is little in the way of guidelines or regulations to ensure quality, currency, and/or accuracy of information. Accordingly, CPPL assumes responsibility only for the information found on its home page. The Library cannot control materials accessible from other Internet sites. Therefore, individual users must accept responsibility for determining the content and quality of the information retrieved. Users are also responsible for assessing the safety of sites, recipients, and transmission methods when entering personal information.

Child Safety on the Internet: The Library does not act *in loco parentis* (in place of the parent). The restriction and monitoring of a minor’s (under 18 years of age) access to the Internet as with all other library resources, is the responsibility of the parent/legal guardian. Parents should provide the necessary guidance and monitor their children’s use of this resource. In accordance with the Unattended Child Policy, children 12 and under must be accompanied by a caregiver at all times.

Filtering Technology: The Library does employ filtering technology to reduce the possibility that patrons may encounter illegal/objectionable content, such as depictions of full nudity and sexual acts. There is, however, no *perfect* filtering technology. Staff are the library user’s *information navigators*, present to assist patrons in accessing information and use of all the library’s services and resources.

Wireless Access: While the Library provides browsing protections/filtering on our wireless network, there is no protection for the wireless signal your personal device is sending and receiving. Information sent to and from your laptop computer or other wireless device may be captured by anyone else with a wireless device and the appropriate software. The security of the data you transfer on the Library’s network will largely depend on the security of your device, the software on it, and your awareness. No guarantee can be made that you will be able to make a wireless connection.

Unacceptable Use

It is illegal to use the CPPL Internet connection for any purposes which violate U.S. or Louisiana laws, including, but not limited to transmission of obscenity, child pornography or defamatory speech. Failure to comply will also be considered a violation of the Code of Conduct Policy. Illegal acts involving the Library’s internet connection may be subject to prosecution by local, state, or federal authorities.

The following is a list of unacceptable uses of Library Internet and technology:

- Disrupting network users, services or equipment
- Using equipment maliciously to distribute unsolicited advertising, spread malware, or make unauthorized entry to any other machine accessible via the network
- Sending, receiving, or displaying text or graphics which may be *reasonably* construed as obscene
- Copying or downloading of any material in violation of copyright law.



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Procedural Policies for Internet Access

All branches have PCs available for use either by library cardholders or via a visitor's pass. Calcasieu Parish Public Library has installed a program (Time & Print) at most of their branches. This software manages computer use and print jobs.

When using the Public PCs, please remember the following:

- Sessions vary from either 1 hour or 2 hours, with a daily limit of 2 sessions.
- Time management software will notify patrons when they have 10 minutes remaining, 5 minutes remaining, and 1 minute remaining in their reservation.
- Files may not be saved permanently to the hard drive. Patrons may use their own USB/flash drives to store their files.
- Patrons will pay for their printing costs.
- Print management software will notify patrons of the number of pages and the cost prior to printing.
- The Library reserves the right to ask patrons to vacate a workstation for staff to perform maintenance.
- No more than two users may occupy a workstation at any one time.
- Patrons who are waiting to use the computers should show respect for the privacy of computer users and may not congregate around the workstations.

Privacy Policy

The Board of Trustees and staff of the Calcasieu Parish Public Library recognize our patrons' concerns about privacy on the Internet and information contained in library records.

Louisiana State Statute R.S. 44:13 Provides that access to registration records and other records of use maintained by libraries may not be disclosed except to a parent or guardian of a minor child seeking access to that child's records, to person acting within the scope of their duties in the administration of the library, to persons authorized in writing by the individual or group of individuals to inspect such records, or by order of a court of law.

Any information collected will only be used to fulfill patron's service needs and to help the Library improve and target its services effectively. Our staff understands that access to patron, transaction, and collection files is strictly limited to Library business. Information about patrons and patrons' transactions will not be made available to any unauthorized individual or to any external agency.

Our patrons should be aware that they are subject to the privacy policies of any other Web sites and organizations that they visit and use. For further information regarding the use of the Internet and computers at Calcasieu Parish Public Library, please refer to our Internet and PC Use Policy.

The Executive Director ensures that video surveillance is monitored when necessary to maintain a safe environment.

The supervisory staff ensures that Library staff understands the video surveillance policy and procedures through training.

Incidents on Library premises may require the following steps be taken:

- a. Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- b. Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- c. Images may be shared with other Library staff to identify person(s) suspended from Library property and maintain a safe secure environment.

