

Electronic Resources Use Policy

1. About the Library and Internet Use

This Electronic Resources Use Policy, or *Internet Policy*, is agreed to by each patron who uses the CPPL electronic resources, at the initial use and briefing by library staff, as well as each subsequent use. Each patron should read Policy carefully, in order to understand: the

- the Library's electronic services the
- Library's expectations of its users the
- Library's responsibilities to its users the
- Library's user's responsibilities

Electronic resources include all software and equipment used to access information from the CPPL, whether on or off library premises.

2. 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 insure quality, currency, and/or accuracy of information. Accordingly, the CPPL assumes responsibility only for the information found on its home page. The CPPL cannot control materials accessible from other Internet sites. Therefore, individual users must accept responsibility for determining the content and quality of the information retrieved.

Child Safety on the Internet: 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 discuss Internet use and its relation to family values and monitor their children's use of this resource.

Filtering Technology: The Library does not act *in loco parentis* (in place of the parent); however, the Library does employ filtering technology to reduce the possibility that patrons may encounter illegal/objectable content in the form of 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 access to information and use of all the library's services and resources.

3. Acceptable Uses of Electronic Resources

Failure to abide by this policy on acceptable use will result in loss of public computer and/or library use privileges.

Use of the Library's public computer connections is guided by the following principles:

- Acceptable use is for educational, informational, and appropriate public recreational purposes only.
- Respect for the privacy of others, by not interfering with their use of workstations or by impersonating another user.
- Abiding by all laws regarding authorized copying of copyrighted or licensed software or data.
- Sending, receiving, or displaying text or graphics which may be reasonably construed as *obscene* (i.e. *community standards* criteria on Federal guidelines).
- Making no attempt to modify or gain access to files, passwords, or data belonging to others or to seek unauthorized access to any computer system, or to damage or alter software components of any network or data. Destruction of library property is unlawful and offenders will be prosecuted.
- Follow library procedures, including correct logging off from computer use.

4. 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 result in calls to Library security and law enforcement authorities.



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It is not acceptable to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network. Illegal acts involving the Library's Internet connection may be subject to prosecution by local, state, or federal authorities.

Transmission or downloading of any material in violation of state or federal laws, including the following:

- a. Sending, receiving, or displaying text or graphics which may be reasonably construed as *obscene* (i.e. *community standards* criteria on Federal guidelines).
- b. Copying or downloading of any material in violation of copyright law.

Malicious use of equipment is not acceptable.

5. Procedural Policies for Internet Access

Calcasieu Parish Public Library has installed a program (Time & Print) at most of their branches. This software manages computer use and print jobs. To access the public computers at your local library branch, the following is needed.

- *Registered patrons will need their library card and pin #. Their library account needs to be in good standing.*
- *Guest patrons need picture ID.*
- ***Time is limited to 30 or 60 minute sessions with no more than a total of 2 hours per day.*** • *Time management software will notify patrons when they have 10 minutes remaining, 5 minutes remaining and 1 minute remaining of their reservation.*
- *Print management software will notify patrons of the number of pages and the cost prior to printing. Printing costs is .20 per page for copies.*

Files may not be saved permanently to the hard drive.

Patrons may not change the configuration of any of the software loaded onto the computers.

Patrons will pay for their printing costs.

Workstation maintenance: The Library reserves the right to ask patrons to vacate a workstation for staff to perform maintenance.

Privacy: 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 work stations.



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6. Privacy Policy

The Board of Trustees and staff of 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 Electronic Resources Use Policy.

The Library 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 to 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 and secure environment.

