



POMONA PUBLIC LIBRARY

POLICIES AND PROCEDURES

Division: Library Administration

Date: July 25, 2007

Subject: INTERNET ACCEPTABLE USE POLICY

The Pomona Public Library provides Internet workstations for public use so that Library members can have access to a vast, world-wide network of on-line information that lies beyond the Library's walls. The Internet, however, is an entirely unregulated medium, and not every source that it contains provides accurate, complete, or current information. The Pomona Public Library does not monitor and has no control over the information available on the Internet, and cannot be held responsible for the content, accuracy, or quality of the information retrieved or the images viewed by patrons. Because the Internet contains information and images that some may consider offensive, controversial, or disturbing, Library users are cautioned that they access the Internet at their own discretion and at their own risk.

Although the Library has installed filtering software on its network of Public Internet Access workstations, filters cannot completely prevent or protect computer users from accessing information and images that some patrons may find objectionable.

In addition, some Internet sites may be inappropriate for children. It is the responsibility of parents and guardians to set standards and establish guidelines for what is appropriate for their children and to monitor their use of the Internet. Parents who are concerned about their children's use of the Internet may want to spend time online with their children to discuss the wealth of information available on the Net and how it should be used.

Internet Workstation User Responsibilities

All users of the Library's public access Internet workstations must comply with the Library's **Rules of Library Behavior**. While respecting users' right to privacy, Library staff reserves the right to monitor the use of Internet workstations to ensure compliance with Pomona Public Library rules and regulations. Library Staff may terminate any Internet search session if they observe any behavior that they judge to be in conflict with either the Library's **Rules of Library Behavior** or this **Internet Acceptable Use Policy**. Any violation of the Library's policies and regulations governing the use of its public access Internet resources may result in suspension or loss of the privilege to use these computers and resources. Repeated violation of the Library's policies and regulations governing the use of its public access Internet resources will result in the loss of all library privileges for a period of up to one year, at the discretion of the Library Director. Any illegal activity involving the use of the Library's public-access computers and Internet resources will be subject to prosecution by the appropriate authorities.

General Guidelines

Internet access is available on 41 workstations in the Library. Eight Internet Access Workstations are located in the Children's Room. These are for use by children under 9 years of age who are accompanied by their parent or guardian, and for children between the ages of 9 and 12 who may use the computers independently. Twelve workstations are located in the Adult Reference Area and 21 workstations in the Computer Lab on the Library's lower level. **You must have your own Pomona Public Library card to use the Public Access Computers. Use of another person's library card will result in the loss of computer privileges. Only those Pomona Public Library cardholders in good standing may use the public access computers. This means that you must not have overdue materials or owe fines or fees to the Library.**

- Internet workstation use is limited to 60 minutes per person, per day. An automated system calculates each user's daily allotment of time. When the day's allotment of time has been used up, the system ends the work session and prevents further computer access by that patron. Library staff, at their discretion, may permit users to remain at their workstations for more than their daily-allotted time if no one else is waiting. Any additional work sessions will be terminated when other patrons arrive to take their turn at the computer.
- Internet use is available on a first-come, first-served basis only. Internet workstations in the Adult Reference area may however, be reserved for same day use by patrons who access the reservation feature of the Library's On-line Catalog (OPAC). This reservation feature is only available on those OPACs located in the Adult Reference area. Automated reservation times are held for 5 minutes only. After 5 minutes, the reserved workstation is automatically released to the next user.
- Internet workstation users must already have basic Windows computer skills, including the ability to use a mouse and to access menu items. While Library staff can suggest search strategies and answer specific questions, they are not available to provide detailed, personalized, one-on-one instruction on using the computer or the Internet.
- Internet workstations are intended for use by a single individual. Due to limited space and in consideration of other library patrons, a maximum of two persons may sit and /or work together at any one workstation.
- The Library does not provide individual e-mail accounts for Library patrons, but users can obtain individual e-mail accounts by accessing various free commercial services on the Internet.
- Users of social networking Websites (e.g., MySpace or Facebook) must conform to the "terms of use" agreement which specifies the acceptable uses of these sites.
- Users must respect the privacy of others by not attempting to view the information or images being examined by others without their permission.
- Users may not use the Internet workstations to solicit funds, or to sell products or services.
- Users may not use the Internet workstations to interfere with or disrupt other computer users, other library patrons, library staff, or library services and equipment. Disruptions include, but are not limited to, tampering with or otherwise attempting to modify the settings and configurations on any computer workstation, displaying images for the purpose of harassing other computer users, library patrons, or staff, distribution of unsolicited advertising, propagation of computer viruses, or attempts to make unauthorized entry into other computers or computer systems.
- Materials obtained or copied from the Internet may be subject to copyright restrictions. Users are responsible for the consequences of copyright infringement.
- Users are prohibited from violating or attempting to defeat the computer system security precautions installed by the Library.
- Users may not destroy/damage or modify any Internet workstation equipment, software, or data.
- Users may not run their own software programs at the Internet workstations. Users may not write data to any of the Internet workstation disc drives.

Users should be aware that they may not always be able to access the desired Internet site, for several possible reasons:

- The Internet site is too busy for the host computer to provide "outside" access.
- The Internet site may be filtered by the Library's filtering program.
- The Internet site is licensed to a particular institution, (for instance, a University or private company) in which case users would have to be affiliated with the institution to get access.
- The Internet site may be a fee-based service to which the Library does not subscribe.
- The Internet site has changed its address or has closed down.
- The Library's Internet connection is experiencing technical difficulties.