

Lincoln Parish Library
Electronic Resources Access Policy

I. Electronic resources and user's responsibility

These resources contain a wealth of information. Users should be aware that some information may be inaccurate, outdated, and/or offensive. Use of these resources carries with it a patron's responsibility to evaluate the quality of the information accessed. Though the computers are filtered, (see FILTERING below.) *the proper use of these resources by children is the responsibility of parents, not the library.*

Computer use is a privilege and should be treated as such by all users and visitors of the library. Library staff has the right to determine the appropriateness of computer use, and/or the appropriateness of a user's behavior in the computer areas of the library. Staff can at any time require a patron to end his/her computer session. Prohibited uses or violation of policy will result in the loss of workstation privileges. (See **Penalties** below.)

II. Acceptable Uses (examples)

Patrons are encouraged to use the workstations for the following purposes:

- Research and educational information.
- Unstructured navigation of ("surfing") the Internet to locate sites of interest and improve usage skills.
- Reading and printing from full text databases.
- School work, both printed and online.
- Job search and resume writing.
- Downloading of public domain media to the patron's own device.

III. Prohibited Uses

Workstations may not be used for:

- Illegal, unauthorized, unethical, or commercial purposes.
- Manipulation of internal hardware and/or software, including uploading of any software.
- Transmission or downloading of any material in violation of state or federal laws, including but not limited to the following:
 - Sending, receiving, or displaying text or graphics which may reasonably be construed as obscene and/or pornographic;
 - Copying or downloading of any material in violation of copyright law. (Downloading of software and files not in the public domain is a violation of copyright law and is expressly prohibited.)

IV. Limitations

AGE

Children under twelve (12) years of age must use computers in the Children's area. A parent, guardian, or caregiver over the age of seventeen must remain with any child under the age of six (6) years old.

Parents are responsible for the use of all library computers by their children who have not yet attained the age of seventeen (17).

TIME

The library utilizes the Envisionware time management software on all library computers.

Adult Computers—Each patron is allowed two (2) one (1) hour sessions per day. Adult computers may be used by any patron over the age of twelve (12).

Teen Computers—Each patron is allowed two (2) one (1) hour sessions per day. Teen computers in the Teen area are intended for patrons between ages twelve (12) and eighteen (18).

Children's Computers—Each patron is allowed two (2) thirty (30) minute sessions each day of use. Computers in the Children's area are designated for patrons under the age of twelve (12) years old. (See AGE above.)

Library Visitors—Lincoln Parish Library requires that each patron requesting a "guest pass" for computer use to present a valid identification card as proof of non-Lincoln Parish residence. Visitors may also request a visitor's card for their children by following the same guideline. A visitor's card user will abide by the time limitations determined by age as designated above. A visitor's card is only good for the day it is issued.

Any patron or visitor can request an extension of time before their time expires. Staff will grant time extensions based on availability of computers. If more than two computers are open, staff will extend any patron's session by 30 minutes. Patrons doing lengthy research, assignments, testing, or job hunting will be given special consideration.

FILTERING

At its February 16, 2004 meeting, the Lincoln Parish Library Board of Control voted to install a filtering system on all library computers in order to comply with H.R. 4577, which passed Congress on December 15, 2000. All sites considered to be pornography by this filtering system are now blocked from all computers at the library. The Lincoln Parish Library Board of Control may at any time block a site. Patrons over the age of seventeen (17), who believe that a site should/should not be blocked, may request a reconsideration by speaking with the library director.

V. Costs

There is no charge for use of library computers or access to electronic media.

- Patrons shall assume printing costs at the rates indicated below.
- Black and White printing
 - 8 ½" x 11" paper=10 cents per page
 - 8 ½" x 14" and 11" x 17" paper=20 cents per page
- Color printing
 - 8 ½" x 11" paper=\$1 per page
 - 8 ½" x 14" and 11" x 17" paper=\$2 per page

The library uses Envisionware print management software. Envisionware will give the cost of each print job on the patrons' computer screen and the patron must approve each print job before the job will print. On the Envisionware system, a patron's library card acts as a debit card for printing costs. Money can be added to the library card using the APM (Automatic Payment Machine) provided in the library. When a patron approves a print job, the amount for printing is deducted from the total available on his/her card. Any remaining balance on a patron's library card will remain on his/her card for future use. For printing, visitor's cards can be used in the same manner

as a regular library card; however, a refund for any unused amount should be given at the end of the visitor's session, since the card can only be used the day it is issued. The APM only accepts cash.

VI. Penalties

Patrons who abuse or violate this policy will be penalized by library staff according to a three-strikes rule. Library personnel who exact a penalty on a patron must notify the director, the head of public service, and either reference or children's staff (depending on where the infraction occurred) within 24 hours. Records are kept on the offending patron's library account and with the library director.

- a. First offense: The patron will be notified of his/her specific infraction, told to leave the library for the day, and made aware that any further offenses will result in further action by library personnel. A note will be placed on the patron's library account record.
- b. Second offense: The patron will be notified of his/her immediate and previous infractions, asked to leave for the day, and told that he/she is barred from computer use for one (1) week. A note will be placed on the patrons' library account record.
- c. Third offense: The patron will be notified of his/her immediate and previous infractions, asked to leave for the day, and told that he/she is barred from the library indefinitely. He/she will be notified of the exact length of time by the library director. The patron's library account is blocked.

In accordance with the library's general policy, appeals of such loss should be addressed in writing to the library director.

Perpetrators of malicious damage to library property or the library's computer network will be prosecuted to the full extent of the law. Any illegal activities will be reported to the proper authorities immediately.

VII. Wireless Access

The library provides wireless Internet access to all patrons and visitors of Lincoln Parish Library. Wireless Internet is filtered as indicated above. Users of the library's wireless network must abide by sections I-III of this policy or be subjected to the penalties as indicated in section VI above.

VIII. Patron Requests

Electronic information technology continues to change. The Lincoln Parish Library Board of Control encourages patrons to make use of new technologies and welcomes comments and suggestions regarding policies governing that use. Comments and suggestions may be made to the library director in person, over the telephone, or in writing.

IX. Staff Computer Use

The purpose of staff computer use is to conduct Library business. Library computers and all e-mail, software, and other data stored on them are Library property. Library staff and authorized agents of the Library are the only people allowed to use library staff computers.

The Library Director is authorized to monitor all computer usage, including reading, retrieval, and disclosure of all Internet usage and e-mail messages for any lawful purpose, including staff compliance with this policy.

Library employees are not permitted to monitor, read, retrieve, or disclose other Library employee's e-mail messages without their consent. Library employees are required to maintain the confidentiality of customer related information pursuant to the Lincoln Parish Library Policy.

Staff Prohibitions

Library staff is not permitted to use computers, the Internet, or e-mail as follows:

- In a manner that is disruptive of Library operations that adversely affects the Library's public image, interests, integrity, that is harmful to employee morale or in a manner that may create a hostile work environment.
- For the display or transmission of pornographic or sexually explicit images, messages, or cartoons.
- For the display or transmission of ethnic slurs, racial epithets, or any message that is harassing or disparaging of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.
- To solicit or recruit others for commercial ventures, religious or non-library political causes, or outside organizations.
- To pursue or further any unlawful activity.
- In a manner that will defame any person.

Any attempt to subvert, undermine, threaten, weaken, destabilize, sabotage, destroy, or interfere in any way with the operation of any Library computer, monitor, server, or other electronic equipment is unacceptable under this policy and will result in disciplinary action up to and including termination; and may result in criminal charges.

*Adopted by the Lincoln Parish Library Board of Control July 20, 2011
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