# POLICY

The Davis Public Library offers direct access to selected internet services as a part of its commitment to the role of the public library.

The Library does not monitor or have control over the Internet. Not all sites on the global Internet provide accurate, complete or current information and some sites carry information that a user may find controversial or inappropriate. As with other library materials, restriction of a child’s access to the Internet is the responsibility of the parent/legal guardian. Parents are encouraged to come in with their children and supervise session at the Library.

Because of Library scheduling, Internet-trained staff may not always be available. Library staff cannot provide personal instruction in Internet use.

The Davis Public library strives to balance the rights of the user to access information sources with the rights of other users in the Library. Users of computer resources need to recognize that there can be no expectation of privacy. Internet users are asked to respect the sensitivities of others and not use sites that contain material that may not be appropriate for displaying in a public setting.

Davis Public Library staff are authorized to terminate any user’s session, or to prohibit a user from subsequent sessions, if they are given cause to believe the user has failed to comply with the Acceptable Use Policy and Rules of Conduct. Users whose access has been terminated or prohibited may appeal the action to the Board of Trustees of the Library.

# GUIDELINES

1. Before using the Internet, computer users must read the policy and guidelines. Further, it is understood that in signing up to use the service, the user has agreed to follow the policy and guidelines.
2. Patrons must agree to obey all applicable federal, state and local laws including, but not limited to, copyright, licensing and content restrictions. The Library reserves the right to terminate the user’s Internet privileges for abuse of these conditions or for unauthorized use of the Library’s internet connection.
3. Library public-access computers are available on a first-come, first-serve basis. All patrons in good standing are entitled to a minimum of a one half-hour on-line session per day on library or personal equipment. If using a library owned computer and no one is waiting, each patron may be on-line a total of two hours per day. Due to the nature and speed of our Internet connection, Internet usage may be limited, based on a first-come, first-serve basis.
4. There will be no more than two people at a time at a computer station.
5. There can be no food or drink at a computer station or near laptop computers.
6. Printing is available at $.10 per page.
7. Any damage to the computer or its peripheral devices is the responsibility of the user (or guardian). Computer users must not alter settings on the computers or delete or modify any files. Abuse of the equipment or the service will result in the user being denied further access. Malicious damage may result in prosecution.
8. When there is a fault in any equipment or materials, the user will report the problem immediately to the Library staff.
9. Users may not use the Library computer equipment to access illegal materials including those that are obscene or harmful to minors, or for any illegal or fraudulent activities.
10. Users may not in any way engage in any activity that is libelous or slanderous. Nor shall any patron use the Davis Public Library Internet resources to offend, harass, intimidate or threaten any third party.
11. Users will be personally responsible for any materials ordered via the Internet. They will need to pay for these items with a credit card. The Library will not be responsible for these costs. The Library staff will not accept delivery of items ordered by patrons.
12. Users may not download or save any executable programs or data files onto the computer’s hard drive. Patrons may bring in removable storage devices and copy material onto them.
13. In order to protect the computer from viruses, users cannot run any executable program from an external storage device. However, users may save information to an external storage source.
14. The Davis Public Library cannot be responsible for any damage to or loss of data that may occur while using the computer.
15. Email access is only available through the World Wide Web.
16. Internet users are required to follow the same rules of conduct as others in the Library, and not engage in disruptive behavior.
17. While Library staff will not monitor an individual’s computer use, there are times when viewing otherwise legal materials may be inappropriate or when the behavior of those using the Internet may be inappropriate. The Library staff reserves the right to address such use of the Internet or behavior by requiring a patron to terminate his or her session. If any particular patron disregards the Library’s internet Use Policy, and is repeatedly required to terminate his or her sessions, that patron’s right to use the Internet and the Library may be revoked.
18. Users are asked to clear the computer screen when they have finished their session and to inform Library staff that the computer is available for the next person.

**Violations of any of these guidelines may result in the loss of Internet privileges.**