

**IDA LONG GOODMAN MEMORIAL LIBRARY
PUBLIC ACCESS INTERNET
ACCEPTABLE USE POLICY, GUIDELINES, AND PROCEDURES**

Internet Use Policy and Guidelines

In response to advances in technology and the changing needs of the community, the Ida Long Goodman Memorial Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the St. John community and the St. John-Hudson Unified School District. It is within this context that the Ida Long Goodman Memorial Library offers access to the internet. To maximize availability to this resource, and to insure fair accessibility for all, please follow these internet Access Guidelines, which include our internet policies, rules, and procedures.

The Ida Long Goodman Memorial Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and Library patron use it at their own risk. Library patrons are advised, as with all library materials, to exercise judgment and discrimination to evaluate the usefulness and reliability of material found on the Internet. The Library also assumes that the users will exercise good judgment and good taste, and will cooperate with the standards of the Library and the community.

All Internet resources accessible through the Library are provided equally to all library users. Parents or guardians, NOT the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents – and only parents – may restrict their children – and only their children – from access to internet resources accessible through the Library. Parents are advised to supervise their children's Internet sessions. Some information sources are inappropriate for viewing in a public setting, and in the absence of the parent, the Librarian has the authority to end Internet sessions when such material is displayed.

To be more specific:

- The Ida Long Goodman Memorial Library does not censor your access to materials or protect you from information you find offensive. There is sexually explicit material and other information resources which you may personally find controversial or inappropriate.
- Not all sources on the Internet provide accurate, complete, or current information. You need to be a good information consumer, questioning the validity of the information you find.

For many Library staff, traveling the Internet is a new experience. Others have more experience. In all cases we will be glad to assist you in accessing the Internet and, as our experience grows, attempt to assist you in getting to the right place on the "superhighway."

Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. We may, however, be able to offer searching suggestions and answer questions. Because of library scheduling, Internet-trained staff may not always be available.

Have fun exploring the internet, but please remember that many times you will find the specific information you need right here...in our books, periodicals, CD-ROM databases, etc.

PROCEDURES

Use of the Internet access computer may be reserved up to two weeks in advance. One one-hour block of time per day may be reserved up to 3 times per week. Those who have already used the internet may not reserve a time for the same day. When not reserved, it is available on a first-come, first-served basis. If no one is waiting to use the computer, the present user may continue using it. However, if another patron requests to use the computer, the person using it must finish within 10 minutes. Patrons must complete searching, downloading, and printing by the end of their sign-up time.

Latecomers forfeit the unused portion of their reserved time, and may lose their entire reserved time.

Patrons using the Internet MUST have an active library card and be in good standing with no over dues or fines. St. John High School students must be in good standing with their computer usage privileges. To protect the Library from liability for illegal use of the Internet, we require that each patron sign their name at the circulation and present an active Ida Long Goodman Memorial library card or a driver's license before using the workstation. This information is kept confidential. The card will be retained at the circulation desk until the user signs out and pays and charges for copies.

To enable other library patrons to access nearby computer workstations, a maximum limit of two people may be seated at or standing around the Internet workstation at one time.

Patrons must be at least sixteen years of age to use the internet computer without supervision. Children under sixteen may use the Internet with a parent or guardian. It will be the parent's responsibility to monitor the child's Internet usage. Parent must be seated with child while operating the computer.

No electronic mail accounts are available through the Ida Long Goodman Memorial Library; however, patrons can Telnet to their existing accounts.

Printing costs are 10 cents per page including all error made by patrons.

Patrons will not be allowed to subscribe to any service which heavily encumbers the computer or requires a financial commitment, such as Newsgroups list serves, or commercial ventures.

Patrons may not download any documents, software, graphics files or other information from the Internet or other sources onto the computer hard disk drive. You may download it to a diskette or print out the information. Patrons who wish to download files MUST purchase a disk at the circulation desk. Cost is \$1.00 per disk. Patrons will not be allowed to use personal disks, and once a patron removes a disk from the library premises, he/she must purchase a new disk for the next use.

Chat rooms will not be permitted.

ANYONE WHO REFUSES TO COOPERATE WITH STAFF IN COMPLYING WITH ANY OR ALL OF THE ABOVE GUIDELINES WILL NOT BE ALLOWED TO USE THE COMPUTERS.

St. John City Library Board approved March 1998

St. John-Hudson U.S.D. Board of Education approved April 1998