

CITY OF COPPELL

LIBRARY OPERATING PROCEDURE

Collection & Electronic Resources 102	Issue Date: 09/23/97
Internet Access Policy	Revision Date: 01/01/2013

Introduction:

The Library is dedicated to fulfilling the informational, educational, and recreational needs of the ethnically and generationally diverse Coppel community. The Library accepts the role of promoting services, programs, and technologies to best meet the demands of the citizens. It is within this context that the Library offers access to the Internet. The Library's goal is to enhance its existing collection in size and depth and, as a public access agency, give opportunity to any citizen who wishes to use the Internet.

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information, and commentary from around the globe. It is an unregulated medium. While it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be inaccurate, misleading, offensive, disturbing, and/or illegal.

Given the vast array of web resources, the Library's staff is unable to provide in-depth training regarding any particular web site or advanced training in the use of microcomputer workstations. Library staff may offer web-searching strategies and will be able to answer specific questions regarding the searching of TexShare databases and any databases funded by the City of Coppel.

While the Library will make every effort to ensure that the use of the Internet is consistent with its Mission Statement, parents and guardians should work closely with their children in selecting material that is consistent with personal and family values and boundaries. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Within the context of this policy, parents or guardians -- and only parents or guardians -- may restrict their own children -- and only their own children -- from access to Internet resources accessible through the Library.

The Library cannot fully protect its users from information they may find offensive. Within the limits imposed by current technology, the Library will take reasonable steps to insure that obscene and possibly illegal materials are not made available to the public at the Library. The Library will attempt to filter out full nudity, partial nudity, gross depiction, and sexual activity. However, the Library cannot completely control or monitor the vast amount of material accessible from computers and networks via the Internet. Users must accept responsibility for information displayed or printed during their sessions.

The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems or any consequences thereof.

Code of Conduct:

1. Users must have a William T. Cozby Public Library card, and be in good standing. (i.e. no overdue materials, fines, etc.). Anyone who lives or owns property in the City of Coppell may apply for a library card. Non-resident fee cards may be purchased by residents of communities in Collin, Dallas, Denton or Tarrant counties.
2. Users must sign the Internet Use portion of the Library card application, acknowledging that they have read and understand these guidelines. Youth under 18 years of age will be required to have parental or guardian permission to access the Internet and/or to be seated at an Internet workstation.
3. Use of the Internet workstations is on a first come, first serve basis. Those using the computers will have a one-hour time limit and will be able to renew their time if no one else is waiting.
4. No more than two users will be allowed at each Internet workstation.
5. Users age 10 and older must have a working knowledge of computers. Children under the age of nine are not authorized to checkout an Internet workstation and may not be seated at an Internet workstation unless their parent or guardian with Internet privileges is seated with them at all times.
6. Internet workstations are intended for research purposes.
7. A printer is available. Please ask staff for details regarding any fees associated with printing.
8. Citizens may use their own flashdrives/disks to download material. Although virus protection software is loaded on the Internet workstations, materials downloaded from the Internet may contain undetected viruses. Citizens need to have virus-checking software on their own computers. The Library or its staff is not responsible for damage to a citizen's media or computer, or for any loss of data, damage or liability that may occur from his or her use of the Library's computers

Unacceptable Workstation Uses:

Citizens may lose privileges if they engage in the following behaviors. The Library Director or her designee may revoke Internet privileges upon discovery.

1. Make any attempt to damage, or alter computer equipment and software.
2. Intentionally circumvent filtering and security/control software.
3. Intentionally download any information or software onto the hard drive.
4. Use personal software programs on the Internet workstations.
5. Use Library Internet workstations to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material.
6. Violate copyright laws, any other U.S. or state laws, or software licensing agreements while using Library workstations. Attempts to break the code, illegally copy software, or damage the files in any way will result in prosecution as allowed by City Ordinance or contractual law with the software vendors.
7. Engage in any activity, which is deliberately and maliciously offensive, libelous, or slanderous and/or otherwise illegal.

COPYRIGHT:

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use". Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.