

## Madison County Library Internet Policy

One of the missions of Madison County Library is to develop collections, resources and services that meet the cultural, informational, recreational, and educational needs of our community. In order to do so, we will provide free access to the Internet. The Madison County Library public computers are filtered until asked.

**Disclaimer:** It is **impossible** for the library staff to control the content of material on the Internet. Therefore: Parents or Guardians, **not** the library or its staff, are responsible for the information selected and/or accessed by their minor children. Parental supervision of the Internet is advised. Library personnel do not monitor or supervise Internet access, except for the length of time of use. Viewing of certain materials in the public library may be considered improper in time, place, manner or content.

### Guidelines for Responsible use

- A. The user may not utilize the Internet for any illegal activity or place any materials on the Internet related to any illegal activity. It is the responsibility of the user to respect copyright laws and licensing agreements. The Library is not responsible for any copyright infringements resulting from information deriving from the Internet.
- B. Users will not destroy, deface or abuse library equipment, hardware, software, materials, or data or take any action that damages or disrupts a computing system, alters its normal performance or causes it to malfunction. This includes taking steps to avoid introducing computer viruses or other disruptive/destructive programs into the library network.
- C. Users will not add, delete, examine, copy or modify files and/or data belonging to the library or to other users without prior consent. Unauthorized data will be deleted on a regular basis.
- D. Users will not send or attempt to send damaging harassing, libelous, obscene and/or threatening material or information to another user. The user will be personally responsible for any loss or injury to anyone else because of what is sent. If a user accesses the library's Internet system for criminal purposes, he/she will be subject to criminal penalties.
- E. The Madison County Library expects that Internet users will behave in a manner that does not disturb other library users or disrupt the operation of the library, or endanger library materials and equipment.
- F. The Madison County Library reserves the right to suspend Internet use or other library privileges, or to take legal action as necessary, for anyone who violates library policies or procedures.

## **Internet Rules and Procedures**

- Free access to the Internet/Computer Processing is provided at the Madison County Library.
- All users must have either a Madison County Library card or a one day registration form and **must sign in** at the circulation desk to use the Internet Station
- Users who owe the library \$5.00 or more must clear their debt in order to make use of the Internet
- First time Internet users are required to review and sign an Internet access form that will be kept on file at the library
- The Internet Computer will be available for use and reservations at the following times:
  - 10:30 am - 4:30 pm on Monday, Wednesday and Friday
  - 10:30 am - 7:30 pm on Tuesday and Thursday
  - 10:30 am – 1:30 pm on Saturday
- There is a **30-minute time limit** per session per user
  - If no one is waiting, three additional 30-minute time period may be added, for a total of 2 hours per day
- Reservations may be made one week in advance for up to 2 sessions per calendar week
  1. Additional time may be available on a walk-in basis, as long as no one is waiting
- Latecomers, more than 10 minutes late, may forfeit their entire reserved time if others wish to use the Internet
- Internet computer equipment and software must be used as installed.
- Users may **not** download personal software or equipment
- Printing is available for \$.20 per page
- Users must have basic computer skills
- Users are reminded that the Internet Computer is primarily for research.
- Library staff can help with basic computer use if other demands on their time permit
- Records of Internet usage are confidential
- Parents **must** remain within close proximity to their children under 12 who are using the computers.