Richfield Public Library's Internet and Online Access Policy

Public access to the Internet and online services have become an integral part of the Richfield Public Library's programs and services. The intent of this policy is to meet the provisions of Sections 9-7-213, 9-7-215, and 9-7-216 *UCA*, and Administrative Rule R223-2, as well as provide guidelines for patrons and staff regarding Internet accessible and online computer use.

Developed under the direction of the Library Board of the Richfield Public Library, this Internet and Online Access Policy was discussed and adopted during an open meeting of the Library Board on 25 April 2013. This policy supercedes all previous Internet and Online Access Policy statements of the Richfield public Library and is effective on 25 April 2013.

As a matter of policy, the Richfield Public Library will abide by all laws governing or regulating Internet use as such legislation relates to library policy or service.

This Policy document will be reviewed by the Richfield Public Library Board at least every three years, and a copy of the new policy will be sent to the Utah State Library Division as required by Administrative Rule R223-2.

The Richfield Public Library's Internet Access Policy complies with Section 9-7-215 **Internet and online access policy required,** and Section 9-7-216 **Process and content standards for policy** *UCA*, as well as reporting procedures established by Utah Administrative Rule R223-2*.

The Richfield Public Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure, hereafter called "filtering software," on any publicly accessible computer with Internet access that protects against access to visual depictions that are child pornography, materials harmful to minors, or obscene. The filtering software will be enforced to provide Internet safety during any use of a computer by a minor.

The Richfield Public Library has in place a policy of Internet safety, including the operation of a technology protection measure on any publicly accessible computer with Internet access that protects against access to visual depictions that are child pornography or obscene. The filtering software will be enforced to provide Internet safety during any use of a computer.

Library policy restricts access to Internet sites that contain visual depictions that are child pornography, harmful to minors or obscene, and may also limit Internet access or otherwise protect against materials other than the materials specified in Utah statute. Filtering software will provide Internet safety for all library computers connected to the Internet. However, an authorized library representative may disable a technology protection measure at the request of an adult patron to enable Internet access for research or other lawful purposes.

The Library Board has disapproved the use of public access Internet computers for gambling, and any illegal purposes in an effort to protect patrons and the library against materials other than the materials specified in Utah law.

A notice of the availability of this Policy will be posted in a conspicuous place within the library for all patrons to observe.

The Library Board has established procedures and guidelines to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. A notice of the availability of these procedures for public review will be posted, as well as the policies made readily available to all staff members. These procedures and guidelines will be adhered to by library staff to enforce the requirements of **Sections 9-7-215 and 9-7-216 *UCA*.**

_____   _____
Library Board Chairperson   Library Director

Footnote: The effective date of the last review of this policy is ___25 April 2013___.

Adoption date: ___25 April 2013___.
First review date: ___(date)___.
Second review date: ___(date)___.

Internet Use Policy

Richfield Public Library

Guidelines for accessing the Internet at the Richfield Public Library:

- Children (under the age of 16) will use the computers in the children's area. These computers are reserved for children when school is not in session.
- The parent/guardian of a patron under 18 years of age must read and sign the library's Computer/Internet Use Policy. All patrons under the age of 18 must have a computer card present to use the computers, or if the child has a library card, "Internet Permission" on patron screen may be checked 'yes'.
- No Chat Rooms or Instant Messaging Services will be allowed on public access computers.
- A fee will be charged for all pages printed. Please print out one copy of each sheet and use the copier for additional copies.
- You MAY NOT use your own software programs.
- You will be required to pay any repair or replacement costs of equipment or software damaged through your use including the introduction of viruses.
- Only ONE person is allowed at each computer station (unless authorized by the library director.)
- Unbridled and open-ended use of the Internet cannot be accommodated and the Library Director may, as necessary, limit general Internet use to accommodate the largest number of patrons. Every user will be allowed a minimum of 30 minutes per day. Likewise, the Library Director may limit access to certain elements of the Internet use (such as games, chat, e-mail) to accommodate the largest number of patrons. Such restrictions will not be implemented unless Internet workstation use meets or exceeds 75% of the potential maximum use. Reservations may be made up to 24 hours prior to use for specified time periods. You will be required to follow all copyright laws and software licensing agreements.
- Do not attempt to gain access to the library's networks or computer systems, or any other network or computer system.
- The computer/internet area is self-service. Library personnel do not have the time or the expertise in many cases to help patrons for extended periods of time.
- Failure to abide by any of these guidelines or policies will result in loss of your computer privileges.

I have read and accepted the above policies and guidelines:

(signature)

Parent or guardian signature, if needed:_____

Child's birthdate:_____

Date: _____ Phone

number:_____

Amended by the Richfield Public Library Board of Trustees, 25 April 2013
Wireless Internet Service Policy
Richfield Public Library

- Free wireless Internet Service (often known as Wi-Fi) is available at Richfield Library. Patrons can now use wireless devices from laptops, notebooks etc to surf the Internet within the library.
- Patrons will need to provide their own laptop computer, wireless card or other wireless device with 802.11b or 802.11g wireless networking. The library does not provide laptops or wireless cards. If users are not sure if their device has this functionality, they will need to check with the manufacturer or supplier of their equipment.
- Guidelines for using wireless at the library:
    - Users are entirely responsible for securing their physical laptops. The library assumes no responsibility for the safety of laptops or other wireless devices. DO NOT LEAVE YOUR LAPTOP UNATTENDED.
    - The library's network is not secure. Information sent from and to your laptop or other wireless device may be captured by anyone with a wireless device and appropriate software.
    - Be sure that your laptop or other wireless device has appropriate anti-virus and security software. The library assumes no responsibility for damage to your laptop's configuration, software or data.
    - Wireless users can only use WEB ENABLED EMAIL in the library.
    - Wireless users CANNOT PRINT at the library. To print, please save to a external storage device and use one of the library's dedicated PCs.
    - See the accompanying map for description of where the wireless signal strength is highest in the library. This map also lists places where electrical plugs are available. Not all places in the library have wireless service.
    - Wireless internet service is filtered through our Sonicwall filter. Please see our Internet and Online Access Policy for description of the use of filtering in the library, and under what circumstances users can be exempted from the filter.
    - Wireless users must conform to our Internet Access Policy when using their computers in the Richfield Library. Under no circumstances can wireless users view pornography or perform any hacking or illegal acts on any computer in the library.
    - Library staff is not able to provide any technical assistance beyond confirming that the wireless service is working and giving users a written handout. No guarantee can be made that patrons will be able to make a wireless connection.

Policies and Procedures for Internet Use Violations

If a patron is found accessing pornography or obscene materials, internet use privileges will be denied by the Library Director.

Complaints may be directed to the Richfield Public Library Board of Trustees through any staff member or the Library Director.

Revised on the Richfield Public Library Board of Trustees 26 January 2012