

Jackson George Regional Library System

INTERNET SAFETY and PUBLIC COMPUTER USE POLICY

Welcome to the Jackson George Regional Library System. It is our pleasure to provide computers for public use. Users must adhere to the policies adopted by the JGRLS Board of Trustees and all relevant local, state, and federal laws.

Internet Safety Policy: It is the policy of JGRLS to prevent user access over its computer network to, or transition of, material via internet, electronic mail, or other forms of direct electronic communications in violation of the *Children's Internet Protection Act (CIPA)*. To the extent practical, steps shall be taken to promote the safety and security of users of the JGRLS online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Internet filtering is conducted for all public access computers by a centrally located filtering system. This system filters internet requests as they leave the library system. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Key terms, as defined in the *Children's Internet Protection Act (CIPA)* include:

Technology Protection Measure – the term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

- A. Child Pornography, as that term is defined in section 2256 of title 18, United States Code.
- B. Obscene, as that term is defined in section 1460 of title 18, United States Code.
- C. Harmful to Minors: the term “harmful to minors” means any pictures, image, graphic image file, or other visual depiction that:
 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
 - a. Sexual Act; Sexual Contact: The terms “sexual act” or “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Public Computer Use Policy:

- **Resident customers** must present a **valid (in good standing)** full-service library card or an eServices library card that is their personal card to access Library computers or to register for a computer class. Portable computers and tablets, such as laptops and iPads are available for check out by full-service cardholders 12 years of age and older. **eServices library cards cannot be used for this purpose.** **Non-resident customers** that want to use the computers must request a special pass for this purpose and present a **valid (not expired)** picture ID to verify that they are a non-resident. To use portable computers and tablets, such as laptops and iPads, non-residents 12 years of age and older must apply for a full-service library card. A parent or legal guardian may check out these devices for children under age 12.
- Computers are generally available on a first come, first serve basis, and are randomly assigned by a computer reservation program, however, some branches offer direct log-in at the computer of your choice.

- Some branches have computers reserved for use by children only or parents working with children.
- Use is limited to two people at a computer at one time, provided space is available. Please use only the computer assigned to you. Customers may check out only one kind of device at a time.
- Tablets are equipped to access designated electronic resources. They can be checked out for 2 hours with one renewal.
- If there has been no request to block a child under 18 from using computers and tablets, the assumption is that the parent or legal guardian approves of their child using this library service.
- Do not change, damage, or tamper with existing hardware or software on the public computers.
- Do not clean, move, troubleshoot, reboot, or turn off a computer or tablet or any of its parts.
- The cost of printing is 25 cents per page, and customers must print using paper supplied by the Library. The use of personal paper or stationery is not accommodated.
- Overdue fines for portable computers and tablets accrue at a rate of **\$10** per day. The maximum fine is **\$100** and is reached on the 10th day past the date due. If damaged or not returned **within 60 days**, customers will be charged the replacement cost of the item plus a **\$5** processing fee.
- Never use the computers for illegal or criminal purposes. Limit your use and viewing of screens to subjects and graphics compliant with CIPA.
- Customers are guaranteed up to 2 hours of computer use time unless they arrive to use a computer near closing. Additional time is allotted if no one is waiting to use a computer.
- Violation of these policies will result in suspension of Library privileges in all 9 JGRLS branches.

Public Computer Use Procedure:

- Library staff will assist you to the point that their skills and the traffic at the public service desk allow.
- We encourage customers new to computer use to ask about our free computer training classes offered in our system.
- Computer and tablet use ends 15 minutes prior to closing the Library. Portable computers must be returned one hour prior to closing.
- Ear buds and flash drives will typically be available for purchase, but customers are encouraged to use their own.

Portable Computers and Tablet:

- Cannot be used off-site and must be used in the library branch where the device was checked out.
- Must not be left unattended.
- Portable computers must be returned one hour prior to closing.
- Must be returned to the Public Service Desk in the branch where it was checked out and **must not be** placed in any book return at any time for any reason.
- Customers must remain at the Public Service Desk until all equipment has been inspected to ensure all items are accounted for, operating properly, and/or cleared from the borrower's record.

Portable Computers:

- **A computer storage container, adapter/power cord, mouse (upon customer request), and a copy of these policies and procedures will circulate with each device.**
- The hard drive is locked and will not retain data. Customers are encouraged to periodically save data to their own removable media.
- Must be plugged in to an available electrical outlet and cannot be run using the battery.

Disclaimer:

It is the patron's responsibility to log out of any applications and remove any personal data from a device prior to its return. The Library is not responsible for any files left on any device or for loss of or damage to a user's file during the check-out period. The Library is not responsible for any malicious software that may be transferred to, or from a user's memory card or application. Content will be returned to the library's default content choices at the end of each use. Any content added by the borrower during their check-out period will be erased. "Content" includes, but may not be limited to, apps, downloaded material (music, audiobooks, or eBooks), photos, videos, website shortcuts and text files.

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