



# Farmers Branch Mankse Library – COMPUTER & INTERNET POLICY

Proposed: To Library Advisory Board – 03/12/2015

Accepted: By Library Advisory Board – 05/14/2015

Amended: By Library Advisory Board – 06/9/2016

## COMPUTER AND INTERNET ACCESS

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### POLICY STATEMENT

The Library provides the community with computer and Internet resources to supplement and enhance the Library's existing print and multimedia collection.

### REGULATIONS

1. **Filtering:** The library subscribes to the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement, recognizing that freedom of access is a fundamental tenet of a public library. The Library provides access to the Internet via City of Farmers Branch connectivity.
2. **Liability:** The patron understands that he/she accesses the wireless internet connection at his/her own risk, and that the Library shall in no way be held liable for any injury to any person, or property, received or sustained by any person or persons or property arising out of, or occasioned by, the patron's use of wireless internet access.
3. **Minors:** A minor's use of public computers and the internet is the responsibility of the minor's parent or legal guardians. The Library suggests parents and legal guardians be watchful of what the child is accessing.

## AVAILABLE SERVICES

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### POLICY STATEMENT

Use of the Library's public computers or wireless connection initiates acceptance of this Policy.

### REGULATIONS

1. **Access:** A library card or Internet guest card is required to use one of the public computers.
  - a. All public computers are available on a first-come, first-served basis, and sessions are managed through an automated reservation system
  - b. Each computer login is limited up to 4 hours daily with the following restrictions:



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- Sessions may be limited to 1-hour sessions if there are other patrons waiting for computer access.
  - Sessions will require users to extend their 1-hour increment sessions up to a total of 4 hours.
- c. Complimentary 15 minute Express Pass available to non-resident patrons.
  - d. Library staff have the responsibility to protect each individual borrower's right to privacy with respect to patron records as required by law.
  - e. Wifi is available, at no charge, to all patrons and their personal devices.
2. **Public computers:** All public computers offer the same access to desktop programs, Internet browsers and various software.
    - a. The Library's public computers are not intended to provide access to every software or hardware application or to every source of information available
    - b. The library cannot guarantee or provide access to restricted sites requiring passwords, fees, user accounts or special software
  3. **Laptops:** Laptops are available for check out within the Library for patrons who provide:
    - a. An adult library card in good standing AND
    - b. A current and valid Texas photo ID or driver's license
    - c. Photo identification will be secured at reference desk until laptop is returned
  4. **Printing:** Printing may be performed from any public desktop computer, but not from Library laptops or patron's personal devices. Printing is available in black and white ink for \$.10 per page. Users are responsible for paying for print jobs in full, even if the output copy was not printed as desired.
  5. **Saving Work:** Patrons may save documents and information on personal USB devices, or writable CDs. Saving material onto the public computers will only be saved for the active session, and cannot be retrieved once the session has ended.
  6. **Reference Area restrictions:** Computers located downstairs in the Adult Reference area may not be accessed by juvenile library card holders.
  7. **Children's Area Restrictions:** The children's area includes a limited number of computers which offer resources intended for young patrons. To best serve children, all computer in this area are for the use of children age 16 and younger, and for adult caregivers accompanying or assisting children on the computers.



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## ACCEPTABLE USE

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### POLICY STATEMENT

Computer and information technology resources are essential tools in accomplishing the library's mission. Individuals must act responsibly and respectfully in using shared resources.

### REGULATIONS

1. **Respect:** Respect the privacy and sensibilities of other Library patrons.
  - a. Library staff can monitor public computers and reserves the right to do so when a violation of its policies or regulations is suspected.
  - b. The Library reserves the right to terminate a patron's online session and deny Internet service for six months if given cause to believe that the patron has visited inappropriate sites which by local community standards would be deemed obscene or offensive.
2. **Installation:** Installation or modification of software or executable files is prohibited on any public Library computer.
  - a. Some features on websites may not function as intended because of constraints against downloading, storing cookies, etc. that are deemed necessary to secure these machines for public use.
3. **Illegal activity:** Internet access will not be used for illegal activity, or to access illegal materials. Which includes, but is not limited to:
  - a. Texas Penal Code §§ 43.22, 43.23, 43.24, and 43.26:
    - Texas Penal Code §43.22: A person commits an offense if he intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene material and is reckless about whether a person is present who will be offended or alarmed by the display or distribution.
    - Texas Penal Code §43.23: A person commits an offense if, knowing its content and character, he wholesale promotes or possesses with intent to wholesale promote any obscene material or obscene device.
    - Texas Penal Code §43.24: A person commits an offense if, knowing that the material is harmful [to minors] he displays harmful material and is reckless about whether a minor is present who will be offended or alarmed by the display.



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- Texas Penal Code §43.26: A person commits an offense if the person knowingly or intentionally possesses visual material that visually depicts a child younger than 18 years of age at the time the image of the child was made who is engaging in sexual conduct.
  - b. U. S. Copyright Law (Title 17, U. S. Code) prohibits unauthorized reproduction or distribution of copyrighted materials except as permitted by principles of “fair use.” Responsibility for copyright infringement lies solely with the patron.
  - c. Federal Law 18 USC 1030, VTCA or Texas Law PC 33.01 regarding computer crimes.
4. **Compliance:** Failure to comply with staff directives may result in loss of computer privileges.

## STAFF ASSISTANCE

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### POLICY STATEMENT

Library staff is able to provide assistance in the use of public computers as time permits.

### REGULATIONS

1. **One-on-one:** Staff is able to assist patrons with computer accessibility and general navigation of the Internet, but is not always available for in-depth, one-on-one training.
  - Staff is able to offer suggestions, answer questions and to locate books and other library resources covering computer-related topics
  - Library staff can assist in accessing the Internet for patrons, however patrons are responsible for their own internet searches
1. **Installation:** Due to the nature of the public computers and ensuring their security, Library staff cannot download and install software or hardware on public computers at the request of a patron.
2. **Personal devices:** Library staff is able to provide verbal assistance with electronic devices, but is advised not to handle any personal devices due to liability.
3. **Food and Drink:** Food is not permitted in the library and around computers. Only covered drinks are allowed in the library and around computers.