

## **COMPUTER USE AND WIRELESS ACCESS**

The Patrick Heath Public Library supports the principle of open access to information and ideas, regardless of the medium in which they exist. The library believes that a democracy can only succeed if its citizens have access to the information necessary to form opinions and make decisions on issues affecting their lives. The library regards access to this information as a right of free citizens. The library endorses the American Library Association's Code of Ethics, Freedom to Read Statement, the Library Bill of Rights, and the interpretations of the Library Bill of Rights.

Computer and wireless resources accessible through the library are provided equally to all library users who comply with policy guidelines and rules governing use.

### **PARENTAL RESPONSIBILITY:**

Because the possibility exists that children may have access to sexually explicit materials and other information resources on the Internet that some people may find controversial, indecent, or inappropriate, parents are advised to supervise their children's Internet sessions. Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children and for enforcing any restrictions on a minor's use of this resource. Parents also may be held responsible for their children's misuse of computers. For tips on how to protect your child online, visit <https://www.consumer.ftc.gov>.

### **DISCLAIMER:**

The Internet is an unregulated global entity and is the largest electronic information network in the world, enabling the library to provide information to our patrons beyond the library's collection. The Internet and its available resources contain a wide variety of material and opinions from varied points of view. Due to the Internet's constantly changing nature, the Patrick Heath Public Library has no control over the information or its quality, accuracy, or currency. Just as the library does not vouch for or endorse the viewpoints of printed material in the collection, it does not do so for electronic information. Selection policies that serve to govern the library's purchase of printed materials do not apply to material accessed electronically.

The library assumes no responsibility for the content of any Internet site, or for damages, direct or indirect, arising from use of electronic services through our system.

Users are warned that there are sexually explicit materials and other information resources on the Internet that some people may personally find controversial, indecent, or inappropriate. Other Internet sites may contain material that is illegal, defamatory, or inaccurate. It is therefore the responsibility of the user to evaluate the validity and acceptability of information found.

## INTERNET PROTECTION:

The library's computers are filtered. Library staff will monitor computer usage as time allows. Users should be aware that filtering software is not completely intuitive and may not always block inappropriate material. Additionally, library filters may block access to material that is appropriate in a public library setting, such as health, science or art-related materials. Computer users are encouraged to alert staff to deficiencies in the library filtering software.

## TEXAS PENAL CODE:

Computer users are advised of the following law of the State of Texas:  
Sec. 43.22. Obscene Display or Distribution.

- (a) 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.
- (b) An offense under this section is a Class C misdemeanor.

Acts 1973, 63<sup>rd</sup> Leg., p. 883, ch. 399, Sec. 1, eff. Jan 1, 1974. Amended by Acts 1993, 73<sup>rd</sup> Leg., ch. 900, Sec. 1.01, eff. Sept. 1, 1994.  
(<https://statutes.capitol.texas.gov/Docs/PE/htm/PE.43.htm>)

## SOCIAL NETWORKING SITES:

The Patrick Heath Public Library regards social media in the same way as its other information resources in accordance with its mission of serving the public's need for information, education, culture and entertainment.

Social media is defined as "forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos). (Merriam Webster: <https://www.merriam-webster.com/dictionary/socialmedia>). Social media can include, but is not limited to, blogging, instant messaging, social networking sites, and wikis. Examples of such sites are Twitter, Facebook, Pinterest, Instagram, YouTube, and various blogging sites like Blogger and WordPress. As with more traditional resources, the library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions that a parent or guardian may place on a minor's use of this resource.

## 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. Responsibility for any consequences of copyright infringement lies with the user.

#### GUIDELINES FOR COMPUTER, INTERNET AND WIRELESS ACCESS:

1. Internet, wireless access, and library computers are normally available, subject to periodic maintenance, during all hours that the library is open. Use of the computers is on a first-come, first-served basis. Patrons with a library card can either login directly to a desired computer, if available, or schedule an appointment for a computer at a computer reservation and printing station; should the patron not have a library card, a guest pass is provided by library staff. No telephone appointments will be taken.
2. Computers are available in the first-floor youth department for children up to and including grade 5. Youth must be old enough to operate the computer independently. In compliance with library policy on unattended children, "a responsible parent, guardian, teacher or assigned caregiver who is at least 16 years of age must remain on the Library Premises with children 10 and under at all times". Parents/guardians with infants and toddlers are welcome to use the youth computers.
3. Computers are available for youth in grade 6 and up in the second-floor young adult department, "The Hub." Additional computers for use by teens may be designated in other areas during afterschool hours.
4. Computers are available on the second floor for adults aged 17 and up. Children 16 years of age and under may not sit in the adult computer area or use adult computers unless accompanied by an adult and/or with prior permission from library staff. To be considered accompanying, a parent or guardian must remain at the same station (sitting or standing depending on available seating) as the child to adequately monitor the child's computer usage. Toddlers and infants can accompany adults; however, they must be kept as quiet as possible so as not to disturb other computer users.
5. Users 17 years of age and older requesting an adult computer may be asked for positive identification to prove date of birth.
6. Time on each workstation is limited by an electronic timer to two hours per day, which can be used in any combination throughout the day. The timer will default to either a 1-hour or 2-hour session depending on availability of computers in a zone, available time on a patron's account, and operating hours of the computer zone. Staff reserves the right to add additional time or turn off the electronic timer for special circumstances depending on computer availability. Patrons are strongly encouraged to make staff aware of any extenuating computer needs or time requirements prior to beginning a session. Users must end their session and leave the workstation when asked to do so by library staff.
7. Pages may be printed for a fee per copy. Both black-and-white and color printing are available through 3 self-service printers located throughout the library from the public computers and to users of personal devices in the library as well as personal computers located offsite. The printing stations will accept coins and/or bills but not credit cards. Any

change will be returned in coinage. Internet access is necessary to use the remote printing service.

8. Scanning is also available. Scanned documents are delivered electronically to an email address and can be emailed, faxed or saved to a USB device per patron's needs.

9. To better ascertain needs and provide the most effective service to all users at the time of computer checkout, library staff on duty may ask about intended use of the computer to assign a computer.

10. Library staff reserves the right to refuse to print inappropriate materials.

11. In accordance with the Children's Internet Protection Act (CIPA) and to further protect minors, users

- (I) must not provide access by minors to inappropriate matter on the Internet and the World Wide Web;
- (II) are prohibited from engaging in unauthorized access, including "hacking," and other unlawful activities by minors online;
- (III) are prohibited from unauthorized disclosure, use or dissemination of personal identification information regarding minors; and
- (IV) must abide by measures designed to restrict minors' access to materials harmful to minors.

12. Users assume full responsibility for submitting electronic forms during their computer sessions. Staff cannot complete users' online transactions related to financial matters.

13. Users will respect the privacy of other users, and will refrain from attempting to view or read material being utilized by others.

14. By mutual agreement, two persons may share one session as long as their behavior or conversation does not disturb other users or library staff. Due to limited seating, only one seat is guaranteed per assigned computer.

15. No audible electronic sounds are permitted on wireless devices or public computers. Personal wireless devices must be muted. The library provides headphones for users of personal devices or public computers. Please be mindful of others when using cell phones at public computers.

16. Use of the library's wireless resources falls under the same guidelines put forth for use of the library's public computers. Devices that are considered wireless include, but are not limited to laptops, smartphones, tablets and eReaders.

17. Library staff will be available to assist patrons in the use of electronic resources as time permits but may not be familiar with every application or device. Due to scheduling constraints, there may not be a technology-trained person on duty at all times. On such occasions complete technical support cannot be provided. If a patron has a legitimate request for staff time to assist with technical issues that staff or patron determines may take longer than 15 minutes, patrons may be asked to make an appointment with staff.

18. Library staff will provide general information on the settings necessary to access the Internet via wireless connections but are not responsible for any changes made to the user's wireless device settings and cannot guarantee that hardware will work with the library's wireless connection.

19. If a user has problems accessing the Internet with a personal wireless device, staff will verify that the library's connections are running, but cannot assist in making changes to the user's network settings or perform any troubleshooting on the user's own wireless device. Users should refer to owner's manuals or other support services offered by the device manufacturer.

20. As with most public wireless hotspots, the library's wireless connection is not secure or filtered. Any information being sent or received could potentially be intercepted by another wireless user. Cautious and informed wireless users should choose not to transmit their financial information, passwords and any other sensitive personal information while using any hotspot. Users are encouraged to take appropriate precautions when using this service.

21. The library will not be responsible for any information (i.e., credit card) that is compromised, or for any damage caused to hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless users should have up-to-date virus protection on their wireless device.

#### RULES GOVERNING USE:

Use of library computers, Internet and wireless access is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Examples of inappropriate use include, but are not limited to, the following:

1. Obscene behavior including public display of obscene materials on computer screens or in hard copy.
2. Any act in violation of the Children's Internet Protection Act or Section 43.22 of the Texas Penal Code.
3. Excessive demands on library staff for assistance in using the computers or personal devices.
4. Using the workstations or wireless devices to gain access to the library's networks or computer systems or to any other network or computer system.
5. Obstructing other people's work by consuming large amounts of system resources or by deliberately crashing any library computer system.
6. Making any attempt to degrade, damage, or disrupt computer equipment or software.
7. Making any attempt to alter software configurations.

8. Making any attempt to cause degradation of library system performance.
9. Using any library computer for any illegal or criminal purpose.
10. Engaging in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
11. Engaging in behavior that is disruptive to other computer users.
12. Uploading or creating computer viruses.
13. Deliberately invading the privacy of other individuals.
14. Violating copyright laws or software licensing agreements.
15. Installing any software on library computers.

Violations will result in loss of computer privileges. Unlawful activities or deliberate misuse of computers will be dealt with in a serious and appropriate manner to the full extent of local, state, and federal law.

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