**Upshur County Public Library   
Internet Use Policy**

**MISSION**

The mission of the Upshur County Public Library is to connect people to current information in a friendly and courteous manner. The library supports Intellectual Freedom through the Library Bill of Rights.

***The following are not permitted:***

* ***VIEWING OF ANY GRAPHIC MATERIAL CONSIDERED OBSCENE, CHILD PORNOGRAPHY, OR HARMFUL TO MINORS (US Code 61-8A, WV Code Chapter 18-1460, and 18-2256)—This is ILLEGAL and could be prosecutable!***
* ***INSTALLING SOFTWARE OF ANY KIND***
* ***MANIPULATING SECURITY SETTINGS***

**PROCEDURES**

* First time Internet users must read the Internet Use Policy and sign a user agreement. **Before going online, c*hildren under the age of 13 must have a parent or guardian read the policy and sign a user agreement card, and may use the workstations on their own after the initial parental/guardian approval***. ***It is the responsibility of parents or guardians (NOT the library staff) to monitor their children’s use of the Internet.***
* Computers may not be reserved. Users must register each time they use the Internet computers. When all of the computers are in use, the person on the longest will be given 20 minutes notice when someone is waiting to use them. (The 20 minute notice may be waived at the discretion of library personnel.)
* Patrons needing audio access must bring their own ear buds.
* As a library in the statewide library network, Children’s Internet Protection Act requirements are met at the state level by the West Virginia Library Commission. If a site is blocked by the Internet filter, patrons may request that a library staff member override the filter. It will be done at the staff member’s discretion***. Filtering software may not block all material considered offensive by some patrons and may block some material deemed necessary for research***.
* Children’s computers are for use by children only.
* The library is a free Wi-Fi site. Request a username and password from a library staff member at the circulation desk.
* Printouts (10 cents per page) are available at the circulation desk and will be retrieved by a library staff member. Patrons are responsible for paying for ***all*** pages printed.
* Patrons may save documents to a flash drive or CD. CDs may be purchased at the circulation desk.
* All sessions must end 15 minutes prior to closing.
* ***Library staff members have the authority to end any session where there has been any inappropriate use of the computer resources. The library director can deny any future access.***

**STAFF ASSISTANCE**

**Library staff members may provide only limited assistance for basic start-up procedures**. Other library resources are available that patrons may find helpful when using the computers.

**GUIDELINES**

* Patrons must use workstations responsibly and should not change computer settings.
* Patrons should not attempt to modify or gain access to computers, files, passwords or data belonging to others, or to misrepresent oneself as another user.
* Patrons may not install software on library computer workstations.
* **Patrons may not use the workstations fraudulently or unlawfully, including any activity prohibited by federal, state or local laws or ordinances. Authorities may be called.**
* Internet users should be aware that the Internet is not a safe environment. Users should be careful about sending out any personal information and should not believe everything read or seen on the Internet.
* The library does not maintain records of personal use on computer stations for reasons of privacy and confidentiality, but the stations are located in a public area, so use is neither private nor secure. Patrons are reminded to use good judgment in displaying material on the screens, and to logoff/sign-out of e-mail and other personal accounts when finished.
* Material on the Internet may be copyrighted and users must respect U.S. copyright laws.
* Internet users must abide by the Code of Patron Behavior and all other library policies.

**A patron may be asked to refrain from any computer activity if the activity is deemed to slow down the network.**

**Revised and Approved by the Upshur County Public Library Board of Trustees July 26, 2011**