Caledonia Library Computer Use Policy

MISSION STATEMENT

The Caledonia Library will provide current information and recreational materials for all people in our community, and will create and provide a warm and encouraging atmosphere for children of all ages, and serve as an ongoing hub for community information.

Caledonia Residents will have access to a variety of library services, provided in a warm and welcoming manner which will

- Develop lifelong learners
- Provide materials, services and referrals to satisfy their curiosity, and meet their information needs
- Be a source and disseminator about Caledonia and the larger community

ACCEPTABLE USE COMPUTER POLICY

Internet Policy

The internet is a global electronic network. It enables the library to greatly expand its information services beyond the traditional collections and resources. However, information on the internet may be inaccurate, outdated, libelous, offensive and/or disturbing and may contain material of a controversial or mature nature. The Caledonia Library Association is not responsible for the content of the internet and cannot protect users from materials or information they may find offensive. Patrons must be aware that due to the public location of terminals, privacy is not assured. While this resource is available for use at the patron's discretion, patrons are asked to consider the sensibilities of others when accessing potentially offensive information or images. The library supports the American Library Association Bill of Rights, including those that deal with intellectual freedom, as well as the First Amendment of the Constitution of the United States. The library also affirms that it is the responsibility of parents to monitor their minor children's use of library materials, including internet materials. Patrons who wish to use the computer must read the library's computer policy and sign the user's agreement. For children under 18 years of age to use the computer, both parents and children must read the policy and sign the user's agreement.

Eligibility

Any registered Caledonia Library Association patron in good standing (no outstanding fines or lost materials) is eligible. After carefully reading this policy and the user's guide, the user's agreement must be signed. Those under the age of 13 must have an adult who has signed the agreement with them at the computer at all times. Those under 18 must also have written information for internet and computer use.

Parental rights

The library affirms that it is the responsibility of the parent, not the library, to monitor their child's use of library materials, including internet access

Responsibility

Patrons using the computers are responsible for any damage done to the library's property (equipment, furnishing, software or library materials) caused by or resulting from inappropriate use of equipment or improper behavior.

Acceptable use of the internet

All users of electronic resources are expected to use those resources in a responsible and ethical manner, consistent with the rules and policies of the library; and for minors, consistent with parent or legal guardian guidance and oversight.

The user is held responsible for his/her actions/activity on the internet. Unacceptable uses, including but not limited to the following, will result in the suspension or revoking of the privilege.

- Using the computer resources for any illegal activity or criminal purpose
- Violation of copyright or software licensing restrictions
- Sexual harassment or stalking
- Violation of computer system security
- Unauthorized use of computer account or access codes

- Obstruction or disruption of other peoples work

Patrons may be responsible for all cost arising from damage to equipment, software, or information resources and may be subject to criminal and/or civil prosecution.

Disclaimer

The library is not responsible for any damage or loss of data resulting from the use of its computers. The library has no control over the availability of network access or inability to connect to any site due to excessive traffic on the internet, or the availability of information links, which change frequently. The Caledonia Library Association is unable to control or monitor the content of the materials on the internet. Library patrons use the internet at their own discretion.

Legal Issues & Telecommunications Act of 1996-Se. 502

The Caledonia Library Association does not condone, nor will it tolerate the use of library computer resources to break any law, including, but not limited to, the Telecommunications Decency Act: "Whoever in interstate or foreign communications by means of a telecommunications device knowingly makes, creates, or solicits, and initiates transmission of, any comment, request, suggestion, proposal, image, or other communication which is obscene, lewd, lascivious, filthy or indecent, with the intent to annoy, abuse, threaten, or harass another person….shall be fined under Title 18, United States Code, or imprisoned not more than two years or both." Computer resources may only be used for legal purposes. Unlawful activities will be dealt with in an appropriate manner.

USER'S GUIDE

Reservations
- You may schedule an appointment either in person or by telephone during normal library hours.
- Only one appointment can be made at a time.
- Please call to cancel if you are unable to keep a scheduled appointment.
- Please be prompt. If you are not at the library within ten minutes of your scheduled appointment time, your time may be assigned to another patron. If you are late, and your time has not been reassigned, you will have only the time remaining on your slot.
- When you arrive for your appointment, please alert the circulation desk.

Availability
- Patrons with a valid library card may use the computer for 30 minutes a day. Patrons must sign in at the desk.
- Special consideration may be observed for those patrons using the computer for work and/or academic purposes. Thus, time may be extended at the discretion of the library staff.
- The wireless network is available during library hours. Patrons must provide their library card number and valid PIN number to obtain access. It does not provide access to library printers.

Acceptable Use

- Please do not leave your work on the hard drive. The library reserves the right to remove any of your files left behind. We suggest you save your files to your own disk.
- Any disk out into the computer must first be checked for viruses.
- Do NOT operate from the DOS environment.
- Due to our limited computer resources, games are not permitted.
- Only 2 people are allowed at the computer at the same time. Both must be registered users and free of any library charges.
- If it seems a major problem is occurring, please tell a staff member immediately.
- You may print your own work/searches at 15 cents per page to help cover the cost of toner and paper.
- Computer users may NOT load any of their own software onto the computer.

Help

- Staff will assist you as their time and expertise allow.
- We suggest you arrive early to go over what you are planning to do before your time starts.