

Choteau/Teton Public Library Computer and Internet Policy

Teton Joint City-County Library Board

Revised March 18, 2021

The mission of the Choteau / Teton Public Library is to ensure public access to ideas and information, which are fundamental to a free and open society. The library will protect intellectual freedom, promote literacy, encourage lifelong learning, and provide library materials and informational services.

In keeping with its role as a source of information, intellectual development and enrichment for the community, the Choteau/Teton Public Library provides public access to computers and the Internet.

The Internet, as an information resource, enables the library to provide information beyond the confines of their own collection. It allows access to ideas, information, and commentary from around the globe. Currently, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some materials that may be offensive or illegal.

The library does not monitor and has no control over the information transmitted to or accessed through the Internet and cannot be held responsible for its content. The user, or the parent/guardian of a minor, is responsible for his or her Internet session at all times. The library reserves the right to terminate an Internet session that disrupts library services or that involves user behavior that violates the library's policies.

As with all library resources, the Choteau/Teton Public Library affirms the right and responsibility of parents/guardians, NOT Library staff, to determine and monitor their minor children's use of the Internet. Parents/guardians are responsible for their minor children's use of the library's resources and facilities. Parents/guardians who believe that their children cannot responsibly use the library's Internet access are requested to monitor their children's use. Adults must accompany and supervise preschool children using the computers ages five and under.

Disclaimers

While the library endeavors to provide access to information of the highest quality, we specifically disclaim any warranty as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose. The library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Internet service.

Use of the Internet Access and Public Access Computers

Parents/guardians must sign a release authorizing minor children from age five to eighteen to use the Internet accessible computers. These will be available at the circulation desk and must be signed by an adult parent, relative or guardian. Unaccompanied children under five will not be allowed to use the public Internet computers.

Children under the age of 14 will be allowed access to the computers in the children's area without a consent form. Internet access is not available on one workstation the other workstation uses the internet to direct users to the educational website ABC Mouse.

All patrons must sign in at the circulation desk to use the computers. Due to limited resources, Internet access is primarily for research and information sources.

The library staff can offer searching suggestions and answer basic questions. However, the staff will not be able to provide in depth training on using the Internet or on personal computer use.

Individuals will be limited to thirty-minute periods of usage with a maximum of ninety minutes per day depending on demand. Additional time will be at the discretion and permission of the library staff. Computer time may be reserved either in person or by telephone. Unreserved time is open for use on a first come, first served basis. Patrons needing an extended amount of time for projects, educational or research purposes must obtain permission from the library staff. If applicable, extension of the thirty-minute use policy of the children's computers will be determined by staff depending on demand.

Laptop computers may be checked out for two hours in-house only with the same time extension stipulations as required for the regular computers. Users age 13 and younger are only permitted to use the laptops downstairs

The policy for checking out Laptop computers will also be the same as that for stationary computers with additional procedures which include:

**Active Library Card with the Choteau/Teton Public Library;
Patron in good standing – no fines, overdue materials, suspension, etc;
Library staff has the authority to restrict the number of individuals working with the user.**

Because the library computers are in close proximity, the Library Director has the authority to restrict the number of individuals working with the user.

Users may send and receive e-mail, but the library does not provide nor regulate accounts. Free e-mail services are available from many sources on the Internet and the library staff is available to assist.

No food or drink is allowed near the computers.

Saving to library computer hard drive is allowed with the understanding that the files will be irretrievably erased upon log off. Patrons may save to their own floppy disks, CDs or USB drives.

There are printers attached to the public access computer. **Laptops will have wireless access to the office printer.** Printouts are available at a price of \$.20 each.

Users are responsible for any damage occurring to library hardware or software due to inappropriate actions or inaction while using the computers. Any fees incurred online will be assessed to the user. Fees will also be assessed and charged to the patron for required repairs or replacement.

Because the Internet workstations are in public areas shared by library users of all ages, backgrounds and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images. The library reserves the right to ask individuals to discontinue the display of information and/or images that may inadvertently cause offense to others.

Any illegal activity including copyright violation, illegal or unauthorized entry into computer files or programs, or access to materials deemed legally obscene and/or child pornography is strictly prohibited. Using the Choteau / Teton Public Library computers for purposes that may be interpreted as abuse, harassment or intimidation is prohibited.

Minor patrons, while using electronic mail, chat rooms, or any other form of direct electronic communications may not divulge their name, age, address, location, or other personal information.

Violation of any part of this policy may result in loss of Internet and library computer privileges. When library employees believe the user has failed to comply with the "Computer and Internet Policy", they are authorized to terminate any user's access session or to prohibit a user from subsequent access sessions for up to two weeks from the date of informing the user of that action.

Firewalls and Filters

The Internet is a dynamic resource containing vast amounts of information and a small percentage of potentially offensive sites. The library does have filtering in place for materials of a pornographic nature. Filters will not block all potentially offensive sites because website addresses change, and new sites pop up over time. The library system may block some downloads if they are deemed risky, please let library staff know if your download is being blocked and if it is trusted material, they can allow the download to proceed.

Wireless Internet Access

The library offers free wireless Internet access to patrons with wireless-enabled laptops or handheld devices the following policies apply:

- Users are responsible for the configuration of their own equipment. The staff of the Choteau / Teton Public Library will not provide any assistance or recommendations regarding configuring or troubleshooting equipment.
- Users can print but are responsible for setting up any required drivers or software.
- Audio output must be muted or directed to headphones.
- A wireless connection is less secure than a wired connection. Users are responsible for understanding the risks. The library does not assure the security of data when using any of the publicly available PCs or the wireless network.
- Any activity violating library policy regarding library-owned computers is also prohibited on user-owned equipment connected to the wireless network.

Library computers and personal devices connected to Choteau/Teton Public Library Wi-Fi may not be used by anyone for illegal activity, to access illegal materials or to access materials determined obscene by the Montana Code Annotated, 45-8-201.

Computer Use Agreement

By clicking "Accept" you agree to:

- Adhere to time limits established by Choteau/Teton Public Library
- Promptly pay any printing fees by cash or check to library staff.
- End your session and leave the workstation if asked to do so by any staff member, even if you have not completed your session. (Library staff reserve the right to interrupt sessions to perform necessary maintenance)
- Use this computer only for legal activity, including adherence to copy rights of third parties, and in a manner consistent with Choteau/Teton Public Library's Patron Behavior Policy.
- Avoid interfering with disrupting library staff, hardware, software, networks, or services.
- **Library computers and personal devices connected to Choteau/Teton Public Library internet or Wi-Fi may not be used by anyone for illegal activity, to access illegal materials or to access materials determined obscene by the Montana Code Annotated 45-8-201.**

Challenges and Concerns

Written questions, concerns and/or complaints about the handling of privacy and confidentiality rights regarding the Computer and Internet Policy may be filed with the Choteau / Teton Public Library Director. The director will respond in a timely manner and may investigate and review the policy, practices, and procedures. The director will then submit a recommendation to the Teton Joint City-County Board at which time the matter shall be included in the agenda to be considered by the Board. This action will take place at the first public board meeting following receipt of the complaint.

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Karen Ferris, Chair
Library Board of Trustees

Karen Ferris
3/18/21