

Computer and Internet Policy

It is the mission of the Irving Public Library (hereafter referred to as the Library) to improve the community's quality of life by providing access to information for lifelong learning and by promoting the enjoyment of reading.

In "providing access to information for lifelong learning", it is necessary to set forth this *Computer and Internet Policy* in regard to customer use of the Library's electronic resources, including the Internet.

Goals:

- To provide access to the Library's electronic resources to all customers in a fair and equitable manner.
- To set boundaries to ensure "fair use" of the Library's electronic resources.
- To develop such guidelines, procedures and rules as may be necessary to carry out the Library's mission.
- To utilize appropriate technologies to implement the Library's mission without compromising network or application security.
- To draw the customer's attention to Federal and State laws regarding the use of electronic information, including the Internet.
- To provide blocking and filtering software in compliance with the Child Internet Protection Act (CIPA).

"Blocking" refers to stopping access to a Web site based on its URL. "Filtering" refers to stopping access to a Web site based on its content. It is important to note that blocking and filtering software both "overblock" and "underblock;" they are not a perfect solution given current technology limitations. To "overblock" is to block access to protected speech; to "underblock" is to allow access to potentially illegal or unconstitutional speech.

A. Library Expectations of Customers

The Library offers computer workstations free of charge as a service to the community it serves. Along with the privilege of using the Library's computer workstations comes responsibility for considerate, ethical and legal use. It is important for the customer to understand that some computer features may not be available at the Library. The customer has chosen to use a public computer in a public place, and with this choice certain limitations are inevitable.

- The Library's computer workstations may be used for legal purposes only. Customers may not damage, destroy or steal data, equipment or software belonging to the Library or to others.

- The Library's computer workstations may only be used to operate legally licensed software owned by the City. The installation of software applications by the customer is considered a violation of this policy.
- Library customers are expected to show courtesy to others; they may not engage in activities that are hostile, intimidating or offensive to others.
- Customers are expected to represent themselves truthfully; they are in violation of this Computer and Internet Policy if they represent themselves as another person.
- Library customers are expected to honor the privacy of others; they are in violation of Library policy if they violate the privacy of others.
- Customers may display, print or view non-offensive graphical images; they may not display, print or view explicit graphical images in violation of [Texas Law PC 43.24 — Sale, Distribution, or Display of Harmful Material to Minors](#).
- Customers may access the Internet through the Library's wireless connection using their personal laptop, notebook computer, or personal data assistant, provided such devices are compatible with the wireless connection; that such access is available at that library location; and that there is enough capacity through the wireless connection to accommodate their access. Customers are advised that the wireless Internet connection is unblocked and unfiltered in accordance with federal law.
- **THE CUSTOMER 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 INJURY TO ANY PROPERTY, RECEIVED OR SUSTAINED BY ANY PERSON OR PERSONS OR PROPERTY ARISING OUT OF, OR OCCASIONED BY, THE CUSTOMER'S USE OF WIRELESS INTERNET ACCESS.** Library personnel are not trained to, nor obligated to provide any technical assistance to customers regarding the customer's computer equipment.
- Customers are expected to use Library computer workstations as they are currently set up; they may not add, alter or delete files on workstations, hard drives, networks or other equipment. They are not to attempt to bypass network security functions, obtain passwords, or alter the configuration of Library computer workstations in any way.
- Customers may not connect personal electronic equipment to Library workstations or networks.
- Customers may access, edit, print or attach personal documents from an electronic storage device; they may not download, upload, install, set up, run or execute any program or software not currently present on Library workstations or systems.
- Customers are expected to honor U.S. copyright law. [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 customer.
- Customers are expected to honor all Federal and State laws. They are not to violate [Federal Law 18 USC 1030, VTCA](#) or [Texas Law PC 33.01](#) regarding computer crimes.

- Customers are expected to honor the Library's Computer and Internet Policy. Violations will be dealt with in an appropriate and serious manner. Illegal acts involving electronic resources provided by the Library may be subject to prosecution by local, state, or federal authorities.
- Customers are expected to abide by the Library's [Customer Responsibility and Conduct](#) policy as well as this Computer and Internet Policy.

B. Conditions of Use

In order to achieve the Library's goal to provide access to its electronic resources to all customers in a fair and equitable manner, the following conditions apply.

- Computer workstations are available during the Library's normal hours of operation until approximately ten (10) minutes prior to closing.
- Access to the Library's wireless Internet connection, where available, shall be located at a designated area of the Library. This connection shall be available during the Library's normal hours of operation until approximately ten (10) minutes prior to closing.
- Customers accessing the wireless Internet connection using personal computer equipment are still subject to [Texas Penal Code 43.24 — Sale, Distribution, or Display of Harmful Material to Minors](#).
- Although there is no charge for use of the Library's computer workstations, the Library reserves the right to charge for printing. Although there is no limitation on how many pages a customer may print, customers are asked to conserve Library resources. Customers may print on Library-supplied paper only. The Library cannot accommodate special printing requests such as printing on both sides, labels, legal-sized, or résumé quality papers.
- To avoid print charges, customers may save documents to an electronic storage device or by e-mailing documents to a personal e-mail account.
- When saving information to an electronic storage device, the customer is cautioned regarding computer viruses, "adware," and "spyware." The Library is not responsible for damage or loss of data to the customer's electronic storage device or computer from the use of electronic resources provided by the Library.
- The customer is advised to check his/her electronic storage device at the beginning of the session to verify functionality. The Library is not responsible for defective electronic storage devices.
- Customers are personally responsible for charges incurred for goods or services purchased via the Internet; the Library accepts no responsibility whatsoever. Purchases made via the Internet are at the customer's own risk.
- No more than two (2) persons may concurrently use a given Library computer workstation.
- Only Library staff may restart computers or log into the Library's network.
- At some locations, minimum age restrictions apply to the use of the Library's computers.
- The Library reserves the right to limit or restrict use of its computers and electronic resources.

- The Library reserves the right to monitor customer computer use to maintain the security and usability of electronic resources provided by the Library.
- In accordance with the federal Child Internet Protection Act (CIPA), all of the Library's computer workstations are equipped with blocking and filtering software which is enabled. Upon request, Library staff will readily disable the software for adult customers. Customers who are minors, that is, persons under the age of seventeen (17), may request that the software be disabled, but only to the extent that the disabling does not violate CIPA or state statute.

C. Personal Information

The Irving Public Library acknowledges that online security and privacy are important concerns. For that reason, the Library does not ask for personal information unless it is needed to access a Library record or to reserve a PC.

D. Children and the Internet

A minor's access to or use of electronic resources is the responsibility of the minor's parents or legal guardians. The Library encourages parents and legal guardians to be aware of what the child is viewing.

E. Sanctions

Library staff may terminate computer sessions of customers, remove customers from the Library, or revoke the privileges of customers who violate or refuse to comply with any of the Library's policies.

F. Computer Availability

To achieve the Library's goal of providing access to electronic resources to all customers in a fair and equitable manner, the Library reserves the right to designate time limits on computers.

- Each Library may designate computers for the public catalog, children, or electronic databases.
- To use a PC, a customer is required to present a valid Irving Public Library card.
- Sign-up procedures apply to all customers.
- The Library allows a grace period of five (5) minutes to customers. After the grace period has expired, another customer may be assigned to that PC. Customers who are late may reschedule for the next available workstation.
- Computers located in PC labs are not available for customer use when classes are in session.
- Customers are limited to two (2) sessions per day. Sessions may be thirty (30) minutes or sixty (60) minutes. The Library reserves the right to limit total daily computer usage per customer to two (2) hours. During times of non-peak usage, extended length of sessions may be made available.

G. Staff Assistance

The Library provides computers and wireless access as a resource to the community, and expects customers to use them independently. Library staff does not provide one-on-one training on how to use the computers. Library staff does not provide technical services for gaining access to the wireless network. If assistance is needed, the Library periodically offers [computer classes](#) free of charge.

H. Disclaimer

Although the Library provides access to electronic information, this does not imply sponsorship or endorsement. It is the responsibility of the customer to determine the accuracy, appropriateness, and usefulness of information accessed through electronic resources.

Restriction of a minor's access to — or use of — electronic resources is the responsibility of the minor's parents or legal guardians.

The Library is not responsible for the content of electronic resources to which its customers link, or for the content of sources accessed through secondary links.

Customers should expect no privacy when using electronic resources provided by the Library whether accessed from an external site or internally. These are public computers used in a public place.

Neither the City of Irving nor the Department of Libraries can be held responsible for losses or liabilities, direct or indirect, incurred through use of electronic resources provided by the Library.

The Library does not guarantee the availability of electronic resources.