

## **Electronic Access Policy**

### **Driftwood Public Library, City of Lincoln City, Oregon**

Driftwood Public Library provides access to a broad range of information resources, including those available through the Internet. All public access electronic information, services, and networks provided directly or indirectly by Driftwood Public Library will be readily available to all library users. No fees will be charged for the provision of information services to library users beyond printing and copying costs.

### **Choosing and Evaluating Internet Sources**

Providing connections to global information, services, and networks is not the same as selecting and purchasing material for a library collection. The Library cannot control the information available over the Internet and cannot verify its accuracy or authenticity. Some information available on the World Wide Web may be inaccurate, incomplete, offensive, and/or illegal. Library staff are available to provide assistance and help identify appropriate sites.

### **Your Security**

Users are advised that because security is technically difficult to achieve, any electronic transaction or file could become public information. It is not recommended that library computers be used for any commercial activity or personal business transactions.

### **Internet Access by Your Minor Child**

The Library upholds the right of each individual to have access to constitutionally protected material. The Library also affirms the right and responsibility of parents and guardians to determine and monitor their child's use of library materials and resources. The Library encourages parents to inform their child of materials they do not want them to use, and to supervise their child's Internet sessions, regardless of the child's age. The Library also offers computers in the Children's area that are pre-loaded with learning games and tools, and that do not have access to the Internet.

### **Rules for Computer Use and Internet Access**

Library computers and wireless Internet access are provided to meet the informational, cultural, education, and recreation needs of all users. In order to make these resources available to as many users as possible and to make sure that the equipment is used in a manner consistent with the Library Appropriate Conduct Policy, the following rules apply:



Library computers and wireless Internet access may not be used for any illegal activity including, but not limited to:

- Damaging or altering computer equipment, systems, or software.
- Displaying any material that is obscene (as defined in ORS 167.080).
- Displaying, printing or sending material that is libelous, threatening, or harassing.
- Downloading or installing any harmful program including, but not limited to, spyware, viruses, malware, or any other illegal utility.
- Violating copyright or trademark laws, software licensing agreements, or intellectual property rights.

Because computers are located in public areas of the library, what is displayed on the monitor is not confidential.

In order to allow all users opportunity to use the computer equipment, users are asked to comply with the following procedures and limits:

- Use of the public Internet computers is limited. All patrons begin with one hour of use per day; library staff may extend the patron's session upon request if no other patrons are waiting for a computer. Time may not be banked or transferred from one day to another.
- Users are required to enter their library card number at the start of each session. If a user does not have a library card, he or she may request a Guest Pass at the Circulation Desk.
- Guest Passes are provided as a courtesy, and Driftwood Public Library reserves the right to place limitations on the number and availability of Guest Passes should the need arise.

All persons using library computers are responsible for printing costs as well as any damage to equipment or software resulting from abuse or inappropriate use. Parents or legal guardians are responsible for printing costs for materials generated by their child's use of computers in the library, as well as for any damage that may result from their child's misuse of the equipment or software.

Refusal or failure to comply with the Electronic Access Policy may result in restriction or loss of library use privileges, including computer use.

*Approved by the Library Board on April 14, 2018*

