



Orange County Acceptable Internet and Computer Use Policy

All library patrons wishing to access the Internet from a library workstation will be required to read the following policy in web page format before access will be provided.

Reservations:

The reservation system provides us with usage statistics and allows for equitable access for all residents. Internet use is limited to a maximum, with time extensions of 200 minutes per day unless exception is given by the staff member in charge. Reservations can be made for cardholders up to two days in advance either in person or over the telephone by library staff. If a computer is free, a reservation may be made at that station for immediate use.

Library visitors seeking to use a computer will be required to provide photo identification (adults) before being granted access. Staff assisting visitors who reside in the library's service area should offer either a regular or e-services library card before offering the option to log the visitor on as a guest. Library staff will make a reservation for all guest users.

Anyone using a reservation will lose his/her reserved time if they have not logged onto their session by 5 minutes past the scheduled start time. If multiple successive reservations are made, each one has its own 5-minute grace period. Sessions can be extended by the user for a maximum of 20 minutes if there is an available computer which has no upcoming reservations. Terminals will issue 3 warnings when time is about to expire. At the expiration of the session, the computer will automatically log the user off. Staff may immediately terminate the session of anyone not following the guidelines of this policy.

Each branch provides one computer with an extended 2-hour session for non-entertainment use when a longer session is needed. If that station is in use, staff can make a reservation for a longer session on any Internet computer.

Use by Minors:

Minors (patrons under the age of 18) may use a filtered Internet terminal upon request

Printing: Black and white pages may be printed at a cost of 15 cents per page. Color pages may be printed at a cost of 50 cents per page. These charges help to defray the cost of supplies.

Mission: It is the goal of the Orange County Public Library to "offer services and materials in appropriate technologies so that patrons of all ages will have access to the information required to meet personal, educational and professional and entertainment needs." Providing access to the Internet helps our library provide a vast amount of additional information to meet patron's needs. These computer terminals are not to be used for illegal, unauthorized or unethical purposes.

Disclaimers: The Internet is a global electronic network and there is no single governmental body that controls its users or content. Orange County Public Library cannot control either the availability or accuracy of information links which change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information.

The Orange County Public Library is not responsible for damage to a patron's device or for any loss of data, damage or liability that may occur from patron's use of the library's computers.

Protection of Minors:

Orange County Public Library is not responsible for visitations to web sites or information received from a Web site. Orange County Public Library filters to comply with the Children's Internet Protection Act and this filtering may not prevent access to all material that may be deemed objectionable. Such filtering is necessary to receive federal funds. Parents/Guardians of minor children must assume responsibility for their children's use of the Internet.

Acceptable Internet Use

Use of the library's computers is a privilege and not a right. All users are expected to use the computers in a responsible manner, consistent with the educational and informational and entertainment purposes with which they are provided. Any user not complying with the following guidelines for acceptable use may have his/her privilege of use suspended or completely revoked. Illegal acts involving library computing resources may also be subject to prosecution by local, state or federal authorities.

Revocation of privileges shall follow this schedule:

For minor infractions (more than 2 at a computer, noise) the patron shall be warned 2 times and then asked to leave and denied access to library computers for one week. If a second offense should occur, the patron's computer privileges will be denied for one month. In the event of a third offense, the patron will lose computer privileges for 6 months.

For serious infractions (inappropriate content [not porn but things such as language or suggestive images] visible to others, refusal to log off after multiple requests, the loaning of one's card to another or use of another person's card after a warning) the patron shall be warned 1 time and then asked to leave and shall be denied access for one month. If a repeat offense should occur, the patron will lose privileges for 6 months.

For major infractions (viewing porn, sending spam, hacking, damaging equipment) the user shall be asked to leave immediately and lose his/her privileges for six months. In the event of repeat offenses, the loss of privileges will be extended at the discretion of the Library Director for an additional six months.

Any infraction not itemized here shall be assessed a revocation in privileges as determined by the staff member in charge in the facility where the infraction occurs. The patron will be informed of the duration of their loss of privileges and the information will also be noted in his/her patron record.

Because our computer terminals are located in public areas that must be shared by library customers of all ages, backgrounds and sensibilities, users are asked to respect the sensibilities of others when accessing potentially offensive information and images

Any customer wishing to appeal their loss of privileges following completion of six months of suspension, may do so to the Library Board of Trustees in writing or in person and their

complaint will be heard at the next meeting at which there is a quorum.

The library does not provide comprehensive instruction in computer use; assistance with Internet searching and software applications by library staff is only available on a "as time permits" basis. Use is limited to groups of no more than 2 persons per workstation.

Software or files may not be loaded or downloaded from the Internet onto the library computers' hard drives, downloading to flash drives is allowed.

Minors may not access, upload, download or otherwise distribute or knowingly receive any material that would be considered harmful to minors according to the Children's Internet Protection Act.

Users may not access, view, print, upload, download or otherwise distribute or knowingly receive any form of pornography.

Users shall not transmit obscene, abusive or sexually explicit language. Staff may terminate sessions of anyone engaging in this behavior.

Users may not illegally copy or distribute electronic materials (including text, images, programs or data) in violation of U.S. Copyright law (Title17, U.S. Code)

Users shall not use the library's Internet connection or computer equipment to violate any local, state or federal statute.

Users shall not seek unauthorized access to this or any other computer system, or vandalize, damage, or alter the software/hardware components of any network or database using the library's computing resources.

Users shall not attempt to access features blocked by the library's computer security settings. Those attempting to do so may be asked to stop their use of the computer immediately or staff may terminate their sessions.

Users may not bring in their own software to use on the library's computers. The only exception to this is read-only CD-ROMs/DVD ROMs or files on USB drives, such as tutorials or photo CDs, which play but do not install files on the hard drive.

(Approved by Library Board of Trustees 6/17/99, amended: 11/16/2000, 8/16/2001, 10/2003, 9/16/2004, 10/21/2004, 4/21/2005, 2/16/2006, 3/15/2007; 11/12//2009; 8/2010; 8/2012, 11/2013, 10/2015, 02/2020)