

Internet Access and Computer Use Policy

Policy Statement:

The Flagler County Public Library System provides access to a broad range of information resources, including those available through the Internet. This access is part of our vision to serve as a gateway to an ever changing world of knowledge and to improve quality of life through supporting the love of reading, the joy of learning and the search for information.

Flagler County Public Library Board of Trustees subscribes to the principles set forth in the [American Library Association's Library Bill of Rights](#), Freedom to Read Statement and Freedom to View Statements. These rights apply to all regardless of age and without restriction of access to all constitutionally protected materials unless otherwise prohibited by law.

Filtering:

The Flagler County Public Library system, starting in November 2009, complies with the requirements of the Children's Internet Protection Act (CIPA) by providing "Technology Protection Measures" (TPMs) on each computer used to access the Internet. The library will disable the technology protection measure when unfiltered access is requested by an adult age 18+. Library staff can and should request age identification when appropriate.

Disclaimer:

The Flagler County Public Library makes no warranties of any kind, either expressed or implied for the Internet Access provided. The Bunnell Branch may set limits or adopt appropriate restrictions that vary from the main library to coincide with local conditions or limited resources. Users should be cautioned that filtering software does not block all material that users might find objectionable and may block sites that contain needed information. As with other library materials, parents or legal guardians, not the library staff and volunteers, are responsible for their minor children's Internet use. Flagler County Public Library cannot guarantee confidentiality over the Internet, monitor or control the information available or accessed through the Internet. Also, due to scheduling, knowledgeable staff may not always be available. As a result, the library is not responsible for the accuracy, nature or quality of information gathered through the library provided Internet access.

In consideration of the Flagler County Public Library providing users with access to the Internet, users agree to hold the library harmless and agree to indemnify the library from any and all liability issues arising out the user's use of the Internet. The library is not responsible for any loss of data due to service interruptions and/or any commercial transactions a user engages in while on a library public Internet access computer. It is the responsibility of the library user to check all computer files and software retrieved via the Internet for viruses before loading them onto his or her personal computer system. The Library's public computer workstations are not private or secure.

Library users, including minors, must comply with federal, state, and county laws, and with library policies while using library materials and equipment. These include but are not limited to, laws and policies addressing privacy, copyright, obscenity, child pornography, computer hacking, unauthorized access to computers or networks, damage to computers or networks, and installing or spreading computer virus programs. Persons, including minors, who violate any law or policy, will be treated in accordance with the Library's *Code of Conduct*.

Acceptable Use:

- Users must be registered in the Library's computer database, have a valid library card in good standing or an authorized guest pass.
- All users must sign in at the Reservation Station and are to use their own library card or authorized guest pass. Patrons will be assigned a computer on a first come first serve basis and must wait in computer area to expedite seating.
- Internet computers may only be used for legal and ethical purposes.
- The Internet computer equipment and software must be used as installed.
- All users are granted sixty (60) minutes per session and up to a total of one hundred-twenty (120) minutes per day. Users can not sign up for session two (2) until the end of session one (1). Users should see a staff member at the Reference Desk if they need to take a test or fill out a form that requires more than one hour of computer use prior to reserving a computer.
- Use is limited to two (2) persons per computer to reduce noise and congestion in the computer area.
- All computers will be shut down 15 minutes before closing regardless of time used in a session.
- Users must comply with all copyright and licensing laws.
- Saving to a portable storage device (floppy disk or USB/flash Drive) is optional but the library can not guarantee that the information you save will be free of viruses. Therefore, the patron assumes all risk and liability for issues arising from use of library equipment.

Unacceptable Use: (include but are not limited to)

- Viewing material that violates federal, state or local laws or regulations, including those regarding accessing, viewing and distributing obscenity or child pornography. (Florida Statutes 847.001, 847.0133, 847.0135; Title 18, United States Code, Section 2252).
- Violation of copyright or licensing laws. All responsibility or consequences resulting from copyright infringement lies with the user, the library expressly disclaims any liability from such use.
- Committing any offense listed in Florida Statute Chapter 815 (Florida Computer Crimes Act)
 - Unauthorized entry or attempts to enter the Flagler County Public Library network or any other computer or networks.
 - Attempting to modify or gain access to files, passwords, accounts or data belonging to the library or other users.
 - Damaging or destroying equipment, or software belonging to the library or other users.
 - Deliberate propagation of computer worms or viruses.
- Using Internet access to transmit or display obscene, threatening or harassing materials or unsolicited e-mail, i.e. SPAM.
- Committing illegal or unethical activities on the Internet.
- Use of electronic gambling, betting and wagering transactions.
- Using and downloading personal software on library computers.
- Modifications to hardware of any functions which interfere with the security software being used.
- Violating the Flagler County Public Library Code of Conduct.
- Individuals may not request a current user to relinquish or shorten their time.
- Persons assigned to a computer may not give up or relinquish their remaining time to another individual.
- Reservation of a public computer using a non-valid library card number or an unauthorized guest pass.
- Failing to comply with time limits and refusing or ignoring staff request to give up a computer.

Cost:

- Printing will be charged at \$.15 per page to include blank pages and duplicates. Printed copies can be picked up and payment made at the Reservation Station. Only Library provided paper will be used in printer.
- A Computer Guest Pass for visitors, non-residents and/or residents without a library card can be obtained at the reference desk for \$5.00 per day for two (2) one hour sessions. A guest pass is only good for one day. All rules and restrictions apply to the guest pass. A resident of Flagler County with a valid library card in good standing may request in person a "free" guest pass for an out of state visitor. This policy also applies to wireless users.

Age 17 and under:

Flagler County Public Library affirms the right and responsibility of parents or legal guardians to determine and monitor their minor child's use of library resources including the Internet. Parents or guardians may wish to review "[Rules of Online Safety on the Internet](#)" published by the National Center for Missing and Exploited Children. Use of the Internet by children is the decision and responsibility of a parent and/or legal guardian.

- As such, written parental consent and a library card is required for all children 17 and under in order to use a computer. See Circulation for parental consent card.
- In keeping with our Safe Child Policy, all children 9 years or younger need to have their parent/caregiver in the immediate vicinity.
- Due to high demand and limited public computers, all children under the age of 12 are required to use the computers located in the Children's Room. All users must sign up at the Children's Desk.
- Parents accompanying their children may use the computers located in the Children's Room. Children under the age of 12 have priority for use, therefore, adults may be asked to vacate a computer regardless of time used in their session.
- Please see all above rules, regulations and disclaimers for access and use.

Wireless Policy:

Flagler County Public Library is providing wireless access, in the main library only, as a public service free of charge subject to the terms and conditions of use as follows:

- All users agree to accept this service with no guarantee and no warranty.
- It is the patron's sole responsibility to protect his/her information from all risks associated with the utilization of the library's wireless internet access. Please remember it is not a secure or private network.
- In using the free wireless Internet access, the patron agrees to release and holds harmless the Flagler County Public Library and its employees from any damages incurred as a result of using the wireless network.

- Wireless users agree to abide by all local, State and Federal laws, rules and regulations that apply to use of the Internet.
- Users are responsible for their own configuration in order to access the wireless network.
- The library is not responsible for loss of personal laptops or other computer equipment due to theft or other illegal activity.
- All audio output must be muted by headphones.
- Wireless users are required to discontinue use 15 minutes prior to closing.
- The Flagler County Public Library disclaimer is applicable to those using the wireless network.
- For public safety, ensure all cords and bags are out of walk areas.

Any violation of Federal, State or Local laws will result in immediate loss of computer privileges. The consequences for violation of any unacceptable use as determined by library staff are as follows:

First violation – verbal warning.

Second violation – computer privileges suspended for a period of time as designated by the library staff.

Third violation – computer privileges revoked for an indefinite amount of time.

Additional penalties may include suspension of or revoking library privileges, and civil or criminal charges if warranted.

**A member of the public may appeal an action or administrative decision by the library staff to the Library Director. The Director will make every effort to make a decision within 3 business days after investigating the grievance. If the patron is still unsatisfied they may appeal in writing to the Library Board of Trustees. The Board of Trustees will address the grievance at the next scheduled meeting following receipt of the complaint and will render a decision as it deems appropriate. The decision of the Library Board of Trustees can then be appealed in writing to the Flagler County Board of County Commissioners. All decisions of the Board of County Commissioners are final.*

Updated and approved by the Library Board of Trustees: February 10, 2014