

## **The Traphene Hickman Library Internet and Electronic Information Access Policy**

The Traphene Hickman Library's Internet and Electronic Information Policy applies to all users of the Library computers or networks. Use of the Internet or electronic resources at the Traphene Hickman Library automatically constitutes acceptance of the Policy and Guidelines.

### **Purpose**

In accordance with the mission statement of the Traphene Hickman Library (hereafter referred to as the "Library") to provide access to information resources and support educational, recreational, and cultural opportunities for Cedar Hill's diverse community, the Library offers access to a wide range of online and electronic resources, including the Internet. In order to accomplish this role, the Library has the authority to set up any necessary procedures to implement the policy.

### **Notice**

All Internet resources accessible to users in the library are provided with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using library resources and facilities. Library employees are authorized to take prompt and appropriate actions to enforce the rules of conduct, and/or prohibit use by individuals who fail to comply with the Internet policy as stated or implied herein.

The Internet is a massive and complex global network of databases and information. The Library does use filtering software on all public computers in agreement with CIPA regulations. Even so, no filtering software can control access to all materials that an individual may deem inappropriate. The Library does not guarantee total effectiveness of the technological protection measures of such filtering software. Furthermore, filtering software often blocks access to sites that have legitimate research value.

### **Disclaimer**

The Library only assumes responsibility for the information provided on its home page and supporting pages. While the Internet offers access to many valuable sources of information, not all sources provide accurate, complete and current information. Because of the size of the Internet, library staff cannot apply the same selection criteria which are used for other library materials. Users should evaluate the validity of the sources providing the information. Because the Internet is so dynamic, the library is not responsible for changes in content of sources to which it links, or for the content of sources accessed through secondary links.

In consideration for the privilege of using the Library and for having access to the information contained in it, you hereby release and hold harmless the City of Cedar Hill, its officers, agents, servants or employees, the Traphene Hickman Library, its staff, volunteers, representatives or advisors, from any and all liability or responsibility for any and all claims of expenses arising either directly or indirectly from the use of the Library, whether or not caused, in whole or in part, by alleged negligence of the City of Cedar Hill, its officers, agents, servants, employees, volunteers, representatives or advisors.

Illegal acts involving the Library's Internet and electronic resources may also be subject to prosecution by local, state, or federal authorities.

### **Computer User Guidelines**

*Library users who access the electronic resources provided by the Library are responsible for using them in an ethical, legal, and considerate manner. Examples of prohibited usage include, but are not limited to:*

- *Circumventing filtering or blocking software, or other security measures, to access.*
- *Violating the integrity of the computer system or network by tampering with security, passwords, or structure of the system. This includes damaging and/or destroying computer hardware, software or data.*
- *Connecting a personal computer or other devise (e.g. PDA, MP# Player, etc.) to a Library computer or computer network.*
- *Using Internet computers for illegal activity or to access illegal materials. Illegal materials include, but are not limited to, obscenity and child pornography as defined in U.S. Code Title 18 and State Penal Code chapters 42 and 43, Sale Distribution, or Display of Harmful Material to Minor. Access by minors to materials deemed "harmful to minors" is prohibited. Library administration reserves the right to determine based on community standards, materials considered to be "harmful to minors."*
- *Violating copyright laws and licensing agreements. U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.*

### **Rules of Computer Use**

The following rules shall apply to the use and behavior of users of the library computers:

- Computer stations are available on a first come first serve basis during normal library hours of operation until five (5) minutes before closing.
- Individuals must have a valid Library card Guest Pass.
- The Library reserves the right to limit use of its computers and electronic resources to promote fair access.
- Youth under eighteen (18) years of age are required to have parental or guardian permission to access the Internet.
- Children under the age of ten (10) must be assisted by an adult (parent or guardian) at all times.
- Users are responsible for all pages printed and will be charged a per page fee. Pages will not be printed until the user requests their printouts at the print release station or Circulation Desk. Library staff recommends that users perform a “print preview” before releasing any documents.
- Users may save information to a removable media (i.e. USB drive.). However, the user is cautioned regarding computer viruses.
- Users may access, edit, print or attach personal documents from removable media (i.e. USB drive.)
- Users will respect the privacy of other users, and will refrain from attempting to view or read material being used by others. Users are prohibited from the unauthorized disclosure, use, or dissemination of personal information of others. Users are warned that other individuals may obtain unauthorized access to personal information and/or may misrepresent themselves.

Violation of the rules of the Traphene Hickman Internet and Electronic Information Access Policy may result in loss of access to the Library computers. Unlawful acts will be dealt with in an appropriate manner.

### **Confidentiality of Use**

It is the intent of the Library to maintain patron confidentiality related to computer usage, insofar as it is reasonably practicable and legal to do so. The Library will maintain security safeguards but reserves the right to monitor workstations should it become necessary by reason of policy infringement, court order, statute or a governmental administrative decision. All users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing.

### **Staff Assistance**

Due to varying skill levels and scheduling, personal assistance may not always be available. Library staff cannot be expected to provide training on computer usage. Staff is, however, able to provide suggestions and tips for searching. Users are expected to possess basic computer skill.

### **Suspension of Computer Privileges**

The Library reserves the right to suspend a user's computer use privileges for any violation of the Internet and Electronic Information Access Policy. When library staff observes that a user has failed to comply with the Internet and Electronic

Information Access Policy, they are authorized to terminate that user's computer session.

- First inappropriate behavior incident will result in termination of the session and formal warning. Note is place in user's personal library record.
- Second inappropriate behavior incident will result in termination of the session and prohibition of access to library computers for two weeks. This incident will be noted in user's personal library record.
- Third inappropriate behavior incident will result in termination of the session and prohibition of access to library computers until Library Administration has met with the user. The meeting will determine whether access to the Internet will be reinstated or permanently denied.

Any appeal for reinstatement of privileges must be made through the Library Director, with whom the final decision will rest.

#### **Policy Subject to Revision**

The Traphene Hickman Library and the City of Cedar Hill reserve the right to change this policy. Any user who accepts this policy also accepts any future modifications to this policy that might occur. All modifications will be subject to approval by the City Council or Library Board, not individual staff members.

(Revised on April 10<sup>th</sup>, 2024)