



ONTARIO CITY LIBRARY ELECTRONIC RESOURCES POLICY

The library provides patrons with computer workstations that offer a variety of computer-based tools, as well as internet access. A library card and PIN (usually the last four digits of the phone number used when registering for a library card or four-digit birthyear) is required for all internet computers. The library cannot assure the validity of internet information, nor can it protect the public from offensive material. Currently, all computers are filtered to some degree. The library recommends that parents and guardians accompany and supervise their children when using the internet.

If \$10 or more in fines and fees is owed, patrons will not be able to use the internet computers or use the public printer/copier.

Library staff cannot provide detailed help or individual instruction on the use of the internet or websites the patron may be accessing. Staff may provide general assistance as time and personnel allow.

Internet Permission and Access Levels:

- *Full Adult Internet access* – All workstations are filtered and restrict access to inappropriate websites. This software is not effective in blocking all questionable websites; however, a staff member is always on duty and anyone looking at inappropriate websites will be asked to stop. Repeat offenders will have their computer usage blocked according to library policy.
- *Limited filtered Internet access* – All workstations are filtered and restrict access to inappropriate websites. This software is not effective in blocking all questionable websites; however, a staff member is always on duty and anyone looking at inappropriate websites will be asked to stop. Repeat offenders will have their computer usage blocked according to library policy.
- *No Internet Access* – Allows use of computers but will block internet access (Ovitt and Lewis).

Guidelines:

- Computer access is on a first-come first-served basis, maximum of two people at each workstation. Staff may make exceptions for families or specific circumstances.
- A PIN is required to use the internet computers. The PIN is usually the last four digits of the person's phone number given when registering for a library card or four-digit birthyear.
- Waiting patrons must remain in the vicinity of the computers. If they do not sign on to the computers during their assigned time, they will need to make another reservation.
- The Ontario City Library is not liable for costs incurred through use of fee-based services.

- Files may only be downloaded onto a flash drive. If a flash drive is needed, one may be purchased at the circulation desk.
- **Ovitt Library:** Files may be printed and copied in the Business & Copy Center or in the lower level near the Robert E. Ellingwood Model Colony History Room.
 - Black & white: 15¢ per page with library card only
 - Color: 50¢ per page with library card only
- **Lewis Family Branch Library:**
 - Black & white: 15¢ per page with library card only
 - Color: 50¢ per page with library card only
- The Ontario City Library may limit use of all internet workstations to a maximum of one hour per day, per person.
- On request library patrons must show their library card to the appropriate staff member and adults must present a photo ID.

Misuse:

- Use of a library card belonging to another person may result in the loss of internet privileges for both parties.
- Materials copied from electronic sources may be subject to copyright laws; responsibility for the consequences of copyright infringement lies with the user, not the Ontario City Library.
- Patrons shall not access material that is obscene or includes child pornography. Such use will result in loss of internet privileges. Per the library's Code of Conduct, illegal activity will be reported to the police.
- Patrons shall not display material that is harmful to minors.

Authority:

The Library Director is authorized to make changes to these procedures to provide for the fair and best use of the electronic resources. Changes may be made as needed and without any advance notice.

Computer & Internet Areas:

Ovitt Family Community Library

Internet Computers:

There are numerous one-hour internet computer workstations and one fifteen-minute workstation. These workstations are for patrons age 13 - 17 whose parent/guardian has granted them internet access and for adults over 18. Library staff are on duty to provide basic assistance with computers and printing.

Children's Room Computers:

There are internet workstations and AWE educational/game workstations in the Children's Room for use by children 12 years of age and younger. Adults may not use the computers in the Children's Room. Adults may sit with a child under their care to assist them.

Microsoft Office Computers:

Anyone can use the Microsoft Office computers without logging on to them. A flash drive must be used to save any files. A library card is required for printing.

Wireless Internet:

Wireless internet access is available throughout the building. Wireless access is also filtered.

Business & Copy Center:

Prints and copies can be obtained using an Ontario City Library card in the Business & Copy Center or the lower level near the Robert E. Ellingwood Model Colony History Room. Faxing is also available in the Business & Copy Center (cash only, 15¢ per page).

Lewis Family Branch Library

The Lewis Branch has filtered workstations. One of the workstations is limited to fifteen minutes; the others can be used for up to one hour.

There are AWE educational/game workstations for use by children 12 years or younger.

Prints or copies can be obtained using an Ontario City Library card. Faxing is also available (cash only, 15¢ per page).

Neighborhood Children’s Protection Act NCIPA* Internet Safety Policy:

In accordance with the NCIPA Internet Safety Policy, the Ontario City Library has adopted the following guidelines for internet access by minors under 18 years of age:

1. Minors shall not access material that is obscene, pornographic, child pornography, “harmful to minors,” or otherwise inappropriate for educational use.
2. Minors shall not use library resources to engage in “hacking” or attempts to otherwise compromise system security.
3. Minors shall not engage in any illegal activities on the internet.
4. Minors should use caution in their use of electronic mail, chat rooms, and other forms of direct electronic communications, as these forms of communication can expose minors to dangerous situations.
5. Minors should never disclose personal information, such as name, school, address, and telephone numbers to strangers on the internet.

Minors are expected to use the internet as an educational resource. Any violation of the above library policy and rules may result in loss of library-provided access to the internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Adopted by Ontario City Library Board of Trustees, July 2002
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