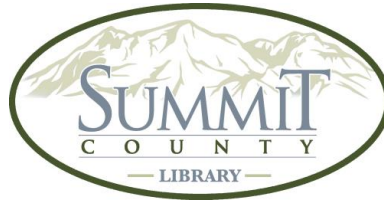


# Summit County Library System



## Policy #5 - Summit County Library Internet Access Policy<sup>1</sup>

**Adopted: May 16, 2019**

### General Statement

The Internet is a worldwide computer network that enables the Library to provide access to information, ideas, and commentary far beyond the scope of its local collections. By including the Internet as an information resource, the Library's goal is to enhance its existing collection in breadth and depth. Offering public access to the Internet has become an integral part of the Summit County Library's programs and services. The intent of this policy is to meet the requirement of Utah Code Sections 9-7-215 and 9-7-216, and Utah Administrative Code R458-002. This policy supersedes the May 19, 2016 Internet Access Policy of the Summit County Library and becomes effective on May 16, 2019.

Developed under the direction of the Summit County Library Board, the Internet Access Policy was discussed and adopted during an open meeting on May 16, 2019.

It is a matter of policy that the Summit County Library will abide by all laws and regulations governing Internet access and usage. This document will be reviewed by the Summit County Library Board at least every 3 years and a copy of the new policy will be sent to the Utah State Library Division as required by Utah Administrative Code R458-002.

### The Summit County Library System will:

- Comply with Utah Code Sections 9-7-215 and 9-7-216 by creating and enforcing an Internet Access Sections 76-10-1201 and 76-10-1203. Filtering Software will provide Internet safety for all library computers connected to the Internet.
- Use Filtering Software to limit access to certain sites, including gambling, obscenity and/or pornography. Currently the Internet is an unregulated and unrestricted medium. As such, while it offers access to a wealth of material that is enriching to individuals of all ages, it also enables access to material which may be inappropriate, offensive, unsafe, and/or illegal. Filtering is done in an attempt to make Internet content accessed at the Library closely match the types of materials that are selected for the Library's collection. However, upon request by an adult patron, the library staff may disable the filtering software to enable access for bona fide research or other lawful purposes after completion of the Filtering Disablement Agreement (see Attachment D). The children's Internet stations will be permanently filtered in an attempt to eliminate sites intended for mature audiences (this filtering software is currently the same that is used

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<sup>1</sup> Effective Date of the Last Review: May 16, 2019

in Utah's public schools). Access by minors to sites that contain obscene or pornographic materials is prohibited.

- Assist patrons in using the Internet to the extent that time and other patron demands allow.
- Provide access to the Internet as part of our mission to inform, educate, inspire, entertain, and provide an environment for lifelong learning for individuals in our county.
- Provide patrons with a "Patron Request for Internet Access Policy Review" form if requested (see Attachment A).
- Provide staff with a procedure to be used to handle complaints about observed patron behavior.
- Provide Staff Guidelines for enforcement of this policy (see Attachment B).
- Develop Internet aides, such as its homepage, to provide guidance and to help identify current, correct, and authoritative content. Endorse the practice of cooperative computing. This practice includes: regular deletion of unneeded files; refraining from overuse of connect time, printing, or processing capacity; refraining from the use of sounds and visuals which might be disruptive to others; and refraining from using the computers in an irresponsible manner.
- Comply with a policy of Internet safety for minors by providing and enforcing the operation of a technology protection measure on any publicly accessible computer with Internet access to protect against access to visual depictions that are child pornography, harmful to minors, or obscene. This policy follows the restrictions to materials considered to be obscene under the definitions established by 20 U.S.C. Sec. 9101, Utah Code Sec. 76-5b-101 et seq., and Utah Code Sections 76-10-1201 and 76-10-1203.
- Comply with a policy of Internet safety, including the operation of a technology protection measure, hereafter called "Filtering Software," on any publicly accessible computer with Internet access that protects against access to visual depictions that are child pornography, harmful to minors or obscene. This policy follows the restrictions to materials considered to be obscene under the criteria established by 20 U.S.C. Sec. 9101, 47 U.S.C. Sec. 254(h)(6), Utah Code Section 76-5b-101 et seq., and Utah Code

### **The Summit County Library System Will NOT:**

- Be responsible for the availability or accuracy of information accessible via the Internet. The Internet is an unregulated medium, with access points and content which change rapidly and unpredictably.
- Guarantee that its filtering software will be totally effective.
- Accept responsibility for the use of the Internet by children and young adults. Responsibility for the use of all library materials, including Internet resources, rests with parents and legal guardians. Parents are encouraged to work closely with and supervise their children to ensure that any use of Internet resources is consistent with their family's values.
- Accept responsibility for damage to any user's storage device or computer, or for any loss of data, damage, or liability that may occur from patron use of the Library's electronic resources, the Library's Internet connection, or any malfunctioning Library hardware or software.

### **Users of our Internet service agree that they will:**

- Comply with Internet rules: such as sign-ups, time limits, and printing charges (currently 30-minute time limit and a \$.10 per page printing charge) developed by Library staff to provide equitable use for all patrons.
- Accept responsibility for determining that the information they access is acceptable, reliable, and suitable to their and/or their children's needs. Users should also be aware that some sites do not provide a secure medium for transmitting personal information, such as name, address, or credit card number.
- Respect copyright laws and licensing agreements. Material obtained or copied from the Internet, including software may be subject to copyright law, which prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. Any responsibility for consequences arising from copyright infringement or any other illegal use lies with the user.
- Avoid exposing others involuntarily to material that they or, if under 18, their parents might find unsuitable. The Library computers are in public areas, and privacy cannot be guaranteed.

- Respect the privacy of other users of electronic resources. This includes not representing oneself as another user, not attempting to view what others are accessing or doing without their permission, not trying to gain access to someone else’s data, and not “hovering” over other users while waiting for a turn.

**Furthermore, users agree that they will NOT:**

- Modify any Summit County Library System hardware, software, or settings. (This includes loading or downloading programs). Misuse of Library computers may result in fines or loss of Internet and/or Library privileges. Users who intentionally damage Library computers may be prosecuted.
- Load personal files or software on Library computers. Creating personal folders, bookmarks, passwords, or other individualized files is prohibited.
- Use library computers to display or disseminate visual images containing pornography, obscenity, graphic violence, or other images inappropriate in a public library setting. While respecting an individual user’s right to privacy, staff has the right to monitor use of Internet workstations to ensure compliance with this policy. Inappropriate use of these resources is prohibited and may result in the loss of computer and/or Library privileges. The Summit County Library reserves the right to revoke access if it is causing operational challenges such as excessive use of bandwidth, etc.
- Use Library computers to violate any federal or state law. Illegal acts involving Library computing resources may be subject to prosecution by local, state, and federal authorities.

**Patron Request for Internet Access Policy Review**

Any concerns regarding this policy or its enforcement may be addressed by filling out the appropriate form (Attachment A). All requests for review will be addressed by the Library Director, and perhaps the Library Board and County Manager as necessary.

This policy will be revised as technology, sources, and use patterns change. This policy will be available at the Library’s front desk, *posted on each of the computer tables*, and an abridged version (Attachment C) will also appear as a link on all patron workstation screens.

Approved: Summit County Library Board Meeting, May 16, 2019

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Library Director

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Library Board Chair

The Summit County Library System thanks public libraries around the state for providing the models upon which this policy is based. The Library is also grateful for the legal review provided by the Summit County Attorney’s Office.



# Internet Access Policy Staff Guidelines

## ROUTINE DUTIES

- ✓ It is the responsibility of the designated staff person on first work shift to turn on all patron workstations.
- ✓ A sign stating, *"A copy of the Summit County Library's Internet Access Policy is available at the front desk"* will be placed in the area of the adult public workstations.
- ✓ A file will be maintained at the circulation desk with copies of the:
  1. Internet Access Policy
  2. Patron Request for Internet Access Policy Review
  3. Utah Administrative Code R458-2 and Utah Code Section 9-7-215
  4. Utah Code Sections 76-10-1201 and 76-10-1203
  5. Instructions for disabling and enabling the filter at adult workstations
  6. Internet Access Policy and Staff Guidelines
  7. Complaint Procedure
  8. Filtering Disablement Agreement

## CHECKOUT PROCEDURES FOR PUBLIC WORKSTATIONS

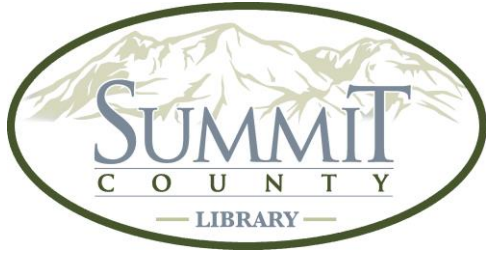
- ✓ A library card will be required for checkout.
- ✓ Patrons may enter their card numbers after selecting the "Available" link on any open workstation.
- ✓ Patrons must agree with the Internet Access Policy before access to the internet will be granted.
- ✓ Patrons are allowed two 30-minute sessions per day, unless computers are otherwise unoccupied.
- ✓ If all workstations are full, patrons or a staff member can make a reservation at the self-checkout or administrator station. This is done by selecting the "Next Available PC" button and entering a library card number. After selecting "Next," a new window will appear stating the start time and computer number for the reservation. The reservation will not take effect until "Accept Reservation" is selected.
- ✓ A future reservation can be made for the current day by selecting "Future Reservation" instead of "Next Available PC." A new window will appear and a desired start time may be entered. A computer number will then be assigned, but the reservation will not take effect until "Accept Reservation" is selected.

## MINOR'S USE OF WORKSTATIONS

- ✓ Filtering software cannot be removed from the workstations in the children's library area. Under Utah law, persons under age 18 are considered minors. Youthful appearing patrons will be required to show a picture ID, which includes their date of birth, before filtering software may be disabled.

## STAFF TRAINING

- ✓ All staff will be informed that the filtering software on the children's workstations **should never** be removed or disabled. All staff will be trained annually regarding the provisions of Utah Administrative Code R458-2 and Utah Code Sections 9-7-215 and 76-10-1203.
- ✓ Staff will also be trained annually regarding the Library's Internet Access Policy.



## Summit County Library Internet Access Policy

For your convenience, this is an abridged version of our Library's Internet Access Policy, which includes the information that will be most helpful to you in using the Internet in the library. Please ask at the front desk for a full text copy of this policy.

The Summit County Library Board of Trustees intends to meet and enforce the requirements of Utah Code Section 9-7-215 in providing Internet service to library patrons.

### The Summit County Library System will:

- Use filtering software to limit access to certain sites. Upon request by an adult patron, the library staff may disable the filtering software to enable access for bona fide research or other lawful purposes after completion of the Filtering Disablement Agreement. The children's Internet stations will be permanently filtered in an effort to eliminate sites intended for mature audiences (this filtering software is currently the same that is used in Utah's public schools). Access by minors to sites that contain obscene or pornographic materials is prohibited.

### The Summit County Library System will NOT:

- Guarantee that its filtering software will be totally effective.
- Accept responsibility for the use of the Internet by children and young adults. Responsibility for the use of all library materials, including Internet resources, rests with young people's parents or legal guardians.

### Users of our Internet service agree that they will:

- Comply with the following rules:
  - Use a library card to reserve a computer.**
  - Pay 10¢ per printed page**
  - Use of an Internet terminal is limited to 30 minutes or less when others are waiting.**
- Users should be aware that some sites do not provide a secure medium for transmitting personal information, such as name, address, or credit card number.
- Respect copyright laws and licensing agreements. Any responsibility or liability arising from copyright infringement or any other illegal use lies with the user.
- Respect the privacy of other users.

### Furthermore, users agree that they will NOT:

Use library computers to display or disseminate visual images containing pornography, obscenity, graphic violence, or other images inappropriate in a public library setting. While respecting an individual user's right to privacy, staff has the right to monitor the use of Internet workstations to ensure compliance with this policy. Inappropriate use of these resources is prohibited and may result in the loss of computer and/or Library privileges. The Summit County Library reserves the right to revoke access if it is causing operational challenges such as excessive use of bandwidth, etc.

A full text copy of this policy is available at the front desk.

Attachment C

# Filtering Disablement Agreement



I am requesting library staff to disable the filtering software to enable access for bona fide research or other lawful purposes. After disablement, I hereby agree to follow the Summit County Library Internet Access Policy. Accessing material in violation of these policies is prohibited and may result in the loss of computer and/or Library privileges or being subject to prosecution by local, state, and federal authorities. The Summit County Library reserves the right to revoke access if it is causing operational challenges such as excessive use of bandwidth, etc.

By my signature below, I further understand and agree that Summit County, the Summit County Library or any of its agents shall not be responsible for any activity or content which may occur and hereby waive any and all claims in law or in equity which may be brought.

Patron Name (Print) – Must be 18 years or older

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Signature

Date

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