



Ephraim Public Library Computer & Internet Policy

(Effective May 24, 2023)

Introduction

The intent of the Ephraim Public Library Computer & Internet Policy is to comply with the provisions of Utah and Federal Code. This policy also serves to provide guidelines for Ephraim Public Library (hereafter, Library) patrons and staff regarding computer and internet usage.

This policy supersedes all previous Library policies. It was developed, discussed, and adopted under the direction of the Ephraim Public Library Board of Trustees (hereafter, the Board), in an open meeting on May 23, 2023. This internet policy will be reviewed by the Board once every three years, or as needed when changes in technology, software, patron expectations, and/or relevant laws dictate.

Patron Responsibilities

Users of library computers and internet access must use them in a manner consistent with the educational and informational purposes for which they are provided. In addition, users will follow the rules and regulations of the Library, the entity providing these resources. All library internet users, including those using our wireless access, are subject to the provisions of this policy. Patrons acknowledge that the content of the Internet is not managed or governed by any entity, and therefore, they may encounter inaccurate or offensive materials. Patrons acknowledge that the Library is a public space, and we cannot guarantee the privacy of any information used here or transmitted via the Internet.

Specific Prohibitions

1. Library patrons will NOT install or connect any device that could change system or software settings. Patrons may NOT install any software on the patron computers.
2. Patrons will NOT compromise the security of the system or other patrons.
3. Patrons will NOT disrupt other library patrons while using the Internet.
4. Patrons will NOT use the library's Internet to send bulk e-mails, share illegally obtained copyrighted materials, or to misrepresent the user's identity.
5. Patrons will NOT use the library's Internet for any inappropriate or illegal activities, including, but not limited to, gambling, computer hacking, viewing pornography or obscene images, or harassment.

Minors

Library internet resources are provided equally to all patrons. Parents or legal guardians are responsible for the internet information selected and/or accessed by their minor children. The Library

provides computers equipped with filtering software that protects against pornographic or obscene depictions, as defined by state and federal regulations. While this software blocks much of this content, no filtering software is 100% effective. The Library strongly encourages parents/legal guardians to supervise their minor children's internet use. All minors, children under the age of 18, must have parental approval on their library card record to use our internet stations. A parent/guardian may revoke this permission at any time. Simply inform the library staff, and a note will be made on the patron's card record.

Assistance

Library staff are available to assist with our electronic resources, but we may not be familiar with every application you wish to use, and Internet-trained staff may not always be available. We offer basic and limited assistance. If you require more help than we can provide, please consider asking a friend or loved one to assist you. We are UNABLE to assist with the following, though we can help print applicable forms: 1) Legal forms/questions, 2) Tax forms/questions, 3) Financial transactions, including purchasing or returning internet items.

Consequences of Computer/Internet Policy Violation

Misuse or abuse of these policies may result in suspension or revocation of library internet privileges, based on a review by the Board.

Regulations for Internet Use

1. A copy of the current internet policy is available at the circulation desk.
2. Anyone under the age of 18 must have a current library card with parental permission noted to use library computers.
3. Use of the computers is on a first come first serve basis. Those using the computers will have a time limit of 60 minutes per day. Library staff may extend time limits, depending on the number of people waiting and the purpose of computer activity. (i.e., testing, employment applications, homework, etc.).
4. In order to prevent computer viruses and other network problems, you may NOT use or install your own software programs on the patron computers. This includes downloading games or other applications.
5. Please use headphones when viewing applications with audio to avoid disturbing other patrons.
6. We provide black and white printing at \$0.10 per page. We do not have a color printer.
7. Responsibility for Damages: The library assumes no responsibility for damages, direct or indirect, arising from the use of its server or other internet connections. The library cannot guarantee the privacy of any information viewed on or transmitted via the Internet. Please be diligent about your personal information, including passwords, account numbers, and email messages.

Adopted: 23 May 2023

Board Chairperson _____

Next review date: May 2024

Date _____