	<b>LIBRARY DISTRICT POLICIES AND PROCEDURES</b>		
	Revision Approval:		Date Approved: 11/4/2013
	<b>POLICY:</b> Internet/Computer/Wireless Use	Section 1.07	Page 1

I. PURPOSE

- A. The Yavapai County Free Library District provides public computer and wireless Internet access in keeping with its role as a source of information, intellectual development, and enrichment for the community.


II. POLICY

- A. The Internet is a global electronics information network. Some materials found on the Internet may contain information that is damaging, controversial, offensive, erroneous, or illegal. The Library District disclaims any warranty of the accuracy, timeliness, authoritativeness, or usefulness of the materials and shall have no liability for any direct, indirect, or consequential damages related to the use of these materials.
- B. The Library District uses blocking or filtering software on all public access computers and wireless Internet access for each of its libraries to meet the requirements of A.R.S. §§ 34-501 and 34-502 and the Children's Internet Protection Act (CIPA).
- C. The Internet filter may eliminate needed information and does not always block damaging, controversial, offensive, erroneous, or illegal sites. Patrons must notify library personnel if sites need to be blocked or unblocked for access. A request to block or unblock a site is at the sole discretion of library personnel.
- D. Access to, or use of, the Internet by minor children under age 18 or vulnerable adults is the sole responsibility of the parent, legal guardian, or responsible adult.
- E. Patrons shall not attempt to circumvent, disable, bypass, tamper, or otherwise interfere with or damage library computers or the computer network, including, but not limited to, security software and protocols, installed software, or the operating system. This includes patrons accessing the computer network from a patron-owned device.
- F. Failure by any library patron to act in an ethical or legal manner in adhering to Library District policies may result in expulsion from the library, indefinite loss of library privileges, and/or prosecution in a court of law.

III. PROCEDURE


1. Library computer use is available to all library patrons on a first come, first serve basis.
2. Patrons shall agree to the following to get access to a public access computer:

INTERNET DISCLAIMER: The Internet is a global entity with no control of users or content. The Library District does not guarantee the accuracy, timeliness, authoritativeness, or usefulness of the materials. Therefore, some materials found on

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the Internet may contain information that is damaging, controversial, offensive, erroneous, or illegal. Access to, or use of, the Internet by minor children under age 18 or vulnerable adults is the sole responsibility of the parent, legal guardian, or responsible adult. In accordance with A.R.S. §§ 34-501 and 34-502 and the Children’s Internet Protection Act (CIPA), Yavapai County Free Library District filters Internet access on all library computers. Filtering software may eliminate needed information and does not always block damaging, controversial, offensive, erroneous, or illegal sites. Library personnel must be notified by a patron if sites need to be blocked or unblocked for access. A request to block or unblock a site is at the sole discretion of library personnel. Any computer use that includes personal information carries a measure of risk for the user. The Yavapai County Free Library District and Yavapai County disclaim all liability for any direct or indirect damages related to the use of library computers or the wireless network. Patrons shall have no expectation of privacy in using library computers or the wireless network.


3. Computer sessions shall be at least thirty (30) minutes in length and may be extended by library personnel at their sole discretion.
4. Library computers shall be shut down five minutes before the closing of the library.
5. The library is not responsible for any lost work due to a computer shut-down.
6. Library personnel may terminate a public computer session due to inappropriate patron behavior (See Code of Conduct Policy).
7. All library card holders, including minors, automatically have Internet privileges.
8. Patrons are prohibited from accessing and displaying explicit sexual material and from placing explicit sexual material upon public display pursuant to A.R.S. § 13-3507.
9. Patrons are prohibited from exhibiting any material picturing minors engaged in harmful conduct and from committing sexual exploitation of a minor pursuant to A.R.S. § § 13-3507 and 13-3553.
10. Patrons are prohibited from furnishing harmful items to minors pursuant to A.R.S. § 13-3506).
11. Patrons are prohibited from committing telecommunication fraud pursuant to A.R.S. § 13-3707).
12. Patrons are prohibited from committing computer tampering pursuant to A.R.S. § 13-2316).

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13. There is no technical support for wireless access and library personnel will not configure patron's personal computer, including, but not limited to, hardware or software.

14. Headphones or other means to avoid disturbing patrons and library personnel are required for sound (See Code of Conduct Policy).

- IV. Should a library have laptop computers, they are only available for circulation and use in the library, Library personnel shall hold the patron's driver's license before the laptop computer is checked out to the patron for use in library.
- V. Patrons shall have the ability to use the library's printer should a printer be accessible and available. Patrons will be charged for all pages printed at the fees established by the Library District. It is the responsibility of the patron to properly select pages to print. Patron must ask library personnel for assistance, if needed.
- VI. Patrons shall not reproduce or distribute copyrighted materials in violation of the law, including Title 17 of the United State Code.
- VII. Patrons are responsible for the content of all materials accessed with library computers and the Internet.
- VIII. Patrons may use an electronic device to access the Internet using the library's wireless network should a wireless network be available.
- A. Electronic devices include, but are not limited to, laptops, smart phones, tablets, and music players.
- B. The Library District's wireless network is a public network and the Library District is not responsible for any damage to patron-owned devices, including, but not limited to, computer viruses, worms, Trojan horses, or other malware from patrons' accessing the wireless network. Patrons are solely responsible for protecting and securing information on their devices.
- C. Library personnel may assist patrons in connecting to the library's wireless network to the best of their ability.
1. Library personnel shall not attempt to configure a patron's device on the patron's behalf, including physically touching the patron's device.
  2. Given the variety of electronic devices on the market that can utilize a wireless connection, library personnel shall not be expected to assist patrons with their personal electronic devices.

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- D. Patrons may print using the wireless network should the service be available at the library. Patrons are responsible for any charges related to using a library printer.