

Welcome to The Mineral County Public Library System Internet Service

INTRODUCTION: [COMPUTER USAGE POLICY](#) (pages 13-17 of Library Policy Manual)

Mineral County Public Library strives to develop collections, resources, and services that meet the cultural, informational, educational, and recreational needs of our community. The internet, as an information resource, enables MCPL to provide information beyond the confines of its own collection. It is within this context that MCPL offers access to the internet.

The Internet is a world-wide telecommunications connection to information resources. It is a freely accessible and largely unregulated resource. While the vast majority of sites on the World Wide Web are neutral arenas for information exchange, a small percentage of sites may contain material which might prove offensive to some users. Use of Internet resources carries with it a responsibility to evaluate the quality of the information accessed.

MCPL does not monitor and has no interest in controlling information accessed through the internet, and is not responsible for its content. Not all sources provide accurate, complete, or current information. MCPL does not guarantee the accuracy of information obtained through the internet.

MCPL does not censor access to materials or protect users from internet-based information. Materials and opinions come from varied points of view. The highly diverse population on the internet can result in information or services that may or may not please, interest or offend. As with other library materials, restriction of a child's access to the internet is the responsibility of the parent or legal guardian.

Parents who are concerned about their children's use of the internet should provide guidelines for their own children and must sign a **CONSENT FORM**, which authorizes their children to use this service.

MCPL offers this access to the internet in the belief that it is a critical information resource. The Library assumes no control over the content of the internet. If a site offends you, for whatever reason, leave the site and/or do not go there.



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CONFIDENTIALITY: **COMPUTER USAGE POLICY** (pages 13-17 of Library Policy Manual)

In general, the Library will treat information stored on Library computing resources as confidential, whether or not that information is protected by the computer operating system. Requests for disclosure of information will be honored only under one of the following conditions:

- when approved by the appropriate Library administrator;
- when authorized by the owners of the information;
- when required by local, state or federal law.

Except when inappropriate, patrons will receive prior notice of such disclosures. Viewing of information in the course of normal system maintenance does not constitute disclosure.

Patrons who use electronic mail systems should be aware that electronic mail in its present form cannot be secured and is, therefore, extremely vulnerable to unauthorized access and modification.

All users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing.

Users are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. However, absolute privacy for patrons using electronic resources in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by other patrons, either by watching the user's screen, or because a user may leave the screen unattended.

RESPONSIBILITIES OF USERS:

The patron is responsible for correct and sufficient use of the tools available for maintaining the security of information on each computer system. The following precautions are strongly recommended:

- Computer accounts, passwords and other types of authorization that are assigned to individual patrons should not be shared with others.
- The patron should assign an obscure account password and change it frequently.
- The patron should understand that files saved on Library computing resources may not be totally secure.
- The patron should be aware of computer viruses and other destructive computer programs, and take steps to avoid being a victim or unwitting distributor of these processes.

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Responsibility of Users continued....

Ultimate responsibility for resolution of problems related to the invasion of the patron's privacy or loss of data rests with the patron. The Library assumes no liability for loss or damage to the patron's data or for any damage or injury arising from invasion of the patron's privacy.

When accessing information on the library's computers, it is the user's responsibility to protect information entered on these public resources. Please be advised that "cookies" may be activated on library machines, so protect your personal data and passwords.

Patrons should notify library staff immediately if they experience any problems with the equipment or software.

LEGAL USE:

The public and staff may use library computing resources only for legal purposes. Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment of other patrons;
- Libeling or slandering other patrons;
- Destruction of or damage to equipment, software, or data belonging to the Library or other patrons;
- Disruption or unauthorized monitoring of electronic communications;
- Unauthorized copying of copyright-protected material.
- Conducting illegal activities of any kind.
- Minors access of chat rooms

ETHICAL USE:

Library computing resources should be used in accordance with the ethical standards of the Library. Examples of unacceptable use (some of which may also have legal consequences) include, but are not limited to, the following:

- Violation of computer system security;
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;

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Ethical Use continued.... prohibited:

- Violation of software license agreements;
- Violation of network usage policies and regulations;
- Violation of another patron's privacy.

COOPERATIVE USE:

The Library endorses the practice of cooperative computing. This includes:

- Refraining from overuse of connect time, information storage space, printing facilities or processing capacity;
- Refraining from overuse of interactive network utilities;
- Refraining from use of sounds and visuals which might be disruptive to others;
- Refraining from use of any computing resource in an irresponsible manner.

SANCTIONS

Violators of Library computing resource use policies will have their Library privileges suspended or revoked at the sole discretion of the Library Administration. Violations of policies described above for legal and ethical use of Library computing resources will result in the suspension or revocation of Library privileges at the sole discretion of the Library Administration. Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.

DISPLAY AND DISSEMINATION OF SEXUALLY EXPLICIT MATERIALS:

Use of library computing resources to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material in any library building is prohibited. Violators of this policy will be removed from the library building and will have their library privileges revoked.

Next: Info on Signup at Service Desk

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SIGN UP AT SERVICE AREA INFORMATION DESK

Use of library computing resources is on a first-come, first-served basis. To make better use of Library computing resources and provide equitable access, the Library has installed a sign up system in order to allow the system to monitor patrons' usage time and give them the convenience of using the computer for 1 hour at a time, up to 2 hours a day. (At times of heavy usage, individual use may be limited to ½ hour at a time.)

In **Alberton**, public computers may be used for 30 minutes at a time.

In **St. Regis**, patrons sign up when a computer is available, and usage may be limited at times of heavy usage.

PRINTING CHARGES

In order to recover costs of supplies and equipment, Mineral County Public Library charges a fee for printing and copies.

WIRELESS ACCESS.

The Library (at all three (3) locations) may provide free Internet access points for users with portable computers or devices capable of receiving wireless signals during the Library's normal hours of operation.

Library staff will provide general information on the settings necessary to access the Internet via these connections, but are not responsible for any changes made to the user's computer settings.

If a user has problems accessing the Internet over these connections, staff will verify the library's connections are up and running, but cannot assist in making changes to the user's network settings or troubleshoot on a computer not owned by the Library. Users should refer to owner's manuals or other support services offered by the device manufacturer.

The Library's wireless connection is not secure. Any information sent or received could potentially be intercepted by another wireless user. Cautious wireless users may choose not to transmit their credit card information, passwords and any other sensitive personal information. Users are encouraged to take appropriate precautions when using this service.

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Wireless Access continued....

The Library will not be responsible for information, e.g. credit card number, which is compromised, or for damage caused to hardware, software or data files due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users are encouraged to have up-to-date virus protection on their wireless device.

Use of the Library's access points is governed by all provisions of the Library's Computer Usage policy. Use of the service is understood to mean agreement to comply with all such provisions. All users are expected to use the Library's wireless access in a legal and responsible manner consistent with the purposes for which it is provided.

Patrons are not required to have a Mineral County Public Library System card to use Library computing resources.

St. Regis School and Community Library: Computer safety guidelines will be posted near computer stations and each student will additionally receive a synopsis of St. Regis School Internet usage policies (Appendix G in St. Regis School and Community Library policy manual) along with their Internet Access Conduct Agreement (Policy 3612F, Appendix F – St. Regis manual). This agreement must be signed and returned by every student before computer access will be given.

Public access: We do not censor access to materials or protect patrons from internet-based information.

Restriction of a child's access to the internet is the responsibility of the parent or legal guardian.



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