

## Internet Access, Use and Safety Policy

### Policy Statement

Internet access and the provision for public computing at the Clinton-Macomb Public Library (CMPL) are an extension of the library's commitment to meeting the community's information needs.

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### Regulations

1. Internet access, computing resources and online resources accessible through the library are provided to all library customers.
2. The library neither monitors nor controls internet information and cannot be held responsible for its content, quality, accuracy or currency. The Internet is a worldwide community with a highly diverse user population, and its use is at the customer's discretion.
3. Internet access is available to all customers with a valid library card in good standing in the library's automation system.
4. Customers need to know their card number and PIN in order to access the Internet.
5. Workstations are available on a first come, first served basis. Customers are granted one hour of access per day across all CMPL locations. Additional time may be given to resident library cardholders if there are no other customers waiting. An individual customer may not use multiple cards during a day for Internet access.
6. The library offers the capability to print for a fee.
7. Staff will provide assistance to customers using designated public-use computers to the extent that time and customer demands allow. See *Information Services* policy.
8. The workstations must be used in a responsible manner, respecting the rights of others and taking care with use of the equipment. Changing workstation and/or Internet settings is prohibited. Unauthorized use of others' passwords or identity is prohibited.
9. The workstations cannot be used for any fraudulent or unlawful purpose, including activities prohibited under any applicable federal, Michigan or local laws.
10. Customers should be aware that much of the material on the internet is copyrighted. It is the customer's responsibility to be aware of the display of any notices concerning the copyright of information on the internet and to respect the federal copyright laws.
11. While respecting intellectual freedom and customers' First Amendment rights, the library is committed to providing an environment free from

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- sexual and other forms of harassment and hate. As defined by federal and state law, users shall not access, send, receive or print materials that can be classified as child pornography<sup>1</sup>. Minors may not access, send, receive, print, or be exposed to materials than can be classified as obscene<sup>2</sup> or harmful to minors<sup>3</sup>. Since staff cannot consistently and effectively monitor the public's use of the internet, customers are asked to be sensitive of others' values and beliefs. Users have a right to privacy without the close scrutiny of library staff or other customers, but should use machines in less visible areas or request a privacy screen when accessing potentially controversial information and images.
12. Recognizing that graphic images on computer screens may be seen easily by passersby of all ages and to comply with federal law<sup>4</sup> to secure full eRate funding, the library has designated that all computers shall be minimally filtered to block access to visual depictions deemed obscene, child pornography or harmful to minors. The library cannot guarantee that all such content will be blocked due to limitations of filtering software in general. If a customer believes a site has been inadvertently blocked that should be generally available on the library's computers, a recommendation should be sent to the library director via a printed comment card or the contact the director form on the library's website. Any customer age 18 or above may request that filtering on a station be temporarily disabled for bona fide research or other lawful purpose. Customers making this request must use a privacy screen provided by the library and are legally responsible for ensuring that minors are not exposed to such content.
  13. The library will provide links to resources on its website to educate minors and their parents/legal guardians about the safe use of electronic communications, appropriate and lawful online behavior and the importance of protecting personal identification information.
  14. Workstations in the children's area of the library are reserved for minors and their parents or legal guardians. Parents and guardians must be accompanied by a minor in the children's area.
  15. Workstations in the teen area of the library are reserved for customers age 20 or under. Parents and guardians must be accompanied by a customer age 20 or under in the teen area.
  16. The library has implemented public access management software to manage the daily access for internet customers including the provision of

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<sup>1</sup> U.S. Code, Title 18, §§ 2256 (1) and (8)

<sup>2</sup> Michigan Obscene Material Act, P.A. 343 of 1984

<sup>3</sup> Michigan Harmful to Minors Act, P.A. 33 of 1978

<sup>4</sup> U.S. Code, 47, § 254, Children's Internet Protection Act

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- low filtering for minors in compliance with state law.<sup>5</sup> The internet, even on the library's filtered workstations, may contain information that is controversial, sexually explicit or offensive to some users. Parents or guardians, not the library or its staff, are ultimately responsible for monitoring their children's access to internet information.
17. Staff is authorized to terminate any customer's session if the customer has failed to comply with the library's *Internet Access and Use* policy. The library director may impose longer or permanent restrictions for violations of the library's policies. Internet customers whose session has been terminated or whose access to the library has been prohibited may request the decision be reviewed by the board of trustees. See *Code of Conduct* policy.
  18. Customers are solely responsible for the security and retention of personal data accessed or created while using the library's computers. Since all such data is automatically and irretrievably deleted upon system restart, customers are encouraged to save data frequently on flash/USB drives, as email attachments or through cloud storage providers. The use of writable CDs, DVDs and 3.5" floppy diskettes is permitted but not recommended. All media will be scanned by anti-virus software for the sole purpose of protecting the library's system.
  19. Since security in an electronic environment cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.
  20. The library reserves the right to remotely monitor and access all public access computers for customer support, maintenance and security purposes. In order to respect customers' rights to privacy, the library does not actively monitor computing activity by individual customers.
  21. Internet access and printers may be unavailable at times due to technical difficulties.

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Approved: July 20, 2016  
Clinton-Macomb Public Library Board of Trustees

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<sup>5</sup> MCL 397.606 *et seq.* Library Privacy Act  
Clinton-Macomb Public Library Policies