

**Greenwood-Leflore Public Library System  
405 West Washington Street  
Greenwood, MS 38930  
662-453-3634**

**Public Access Computer Usage and Internet Safety Policy**

**I. Overview**

The Greenwood-Leflore Public Library System offers public access to computers and the Internet, including online databases. This access is in accordance with the Library System's Mission Statement: "Greenwood-Leflore Public Library System connects our communities to the world of information and ideas."

The Internet is a network of vast information that is unregulated. It provides library patrons with information, photos & video, ideas, and social interaction that are outside the library's standard collections. Because the Internet is such a powerful, unregulated resource that constantly changes, library patrons assume the responsibility to use the library's computers at their own risk. Greenwood-Leflore Public Library System cannot be held liable for any information, images, or content that is offensive, disturbing, or not factual.

Public access computers are available during normal hours of operation; however, public access computers can be restricted for staff training, computer training classes, or technical reasons at any time.

**II. CIPA Compliance**

In compliance with the Child Internet Protection Act (CIPA), the Greenwood-Leflore Public Library System has taken technology protection measures to block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). The technology protection measures and this Internet safety policy are designed to:

- (a) prevent access by minors to inappropriate matter on the Internet;
- (b) ensure the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- (d) prevent unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (e) ensure measures restricting minors' access to materials harmful to them.

### III. Definition of “Users”

- **Users ages 18 and above** who live in Leflore County must have a valid library card in good standing; users who live outside of Leflore County may obtain a valid library card if they live in a nearby county or obtain a guest pass from staff at the Circulation desk.
- **Users ages 13 to 17** who live in Leflore County must have a valid library card in good standing; **users ages 13 to 17** who live outside of Leflore County may have their parent or guardian obtain a valid library card on their behalf if they live in a nearby county or obtain a guest pass from staff at the Circulation desk. **All users ages 13 to 17 must** obtain permission from the library staff to use the public access computers and/or access the Internet while at the library.
- **Users under the age of 13** must be accompanied by a parent. If the child or parent lives in Leflore County, they must have a valid library card in good standing; **users under the age of 13** who live outside of Leflore County may have their parent or guardian obtain a valid library card on their behalf if they live in a nearby county or guest pass from staff at the Circulation desk. The parent must stay with the child during the entire duration of their time using the public access computers.

### IV. Guidelines for Use of Library Computers and Internet

Internet computers are to be used only for accessing the Internet and online databases. Greenwood-Leflore Public Library System’s public access computers are intended for patrons/users of the library to use the Internet for non-malicious purposes. The following guidelines are strictly **ENFORCED** and patrons/users will be **ASKED TO LEAVE** and **BANNED** from future use of PACS and/or the Internet at Greenwood-Leflore Public Library System (GLPLS) libraries for violating these guidelines.

- Users of the Public Access Computers (PACs) and/or the Internet at the libraries of the GLPLS are governed by GLPLS behavior policies.
- Users of the PACs and/or the Internet at GLPLS libraries may **NOT** use the Internet for any illegal activity. If illegal activity is found, users will be reported to the appropriate authorities and will lose all privileges to GLPLS libraries.
- Users of the PACs and/or the Internet at GLPLS libraries may **NOT** use the Internet to invade the privacy of others, engage in harassing, threatening, or defamatory acts towards other, or display content that is graphically or verbally inappropriate for a public setting. (MISSISSIPPI CODE, SECTION 97-5-29, “Public Display of Sexually Oriented Materials”)
- Users of the PACs and/or the Internet at GLPLS libraries may **NOT** use the PACs to gain access to GLPLS’s private network.
- Users of the PACs and/or the Internet at GLPLS libraries may **NOT** use the PACs to pretend to be someone else other than themselves.

- Users of the PACs and/or the Internet at GLPLS libraries may **NOT** exceed the allotted time allowed per workstation without permission from the GLPLS staff.
- Users of the PACs and/or the Internet at GLPLS libraries may **NOT** treat the PACs as their own personal computers. This means that they shall **NOT** change settings, download software and/or programs, or save documents to the PACs. Any of these changes can, at any time and without warning, be deleted from the PACs.
- Users of the PACs and/or the Internet at GLPLS libraries may use jump drives, flash drives, CDs, or DVDs to access or save information.
- Users of the PACs and/or the Internet at GLPLS libraries may **NOT** view online videos or other streaming video.

**PATRONS CONDUCTING ILLEGAL OR IMPROPER ACTIVITY ON LIBRARY WORKSTATIONS MAY BE SUBJECTED TO PROSECUTION BY LOCAL, STATE, OR FEDERAL LAWS.**

## **V. Responsibilities of Patrons/Users**

Library staff members can provide only limited assistance for basic start-up procedures and answer minimal questions in regards to Internet access. They cannot provide in-depth training on the Internet and/or computer use.

Users of the public access computers must agree to:

- Take proper care of all equipment, including manuals and instructional materials
- Report equipment or software problems/failures to library staff immediately
- Pay the replacement costs of any equipment or software damaged as a result of carelessness or malicious actions by the patron or their children
- Observe all copyright laws

Parents or guardians of minors under the age of 18 – not the Library or its staff members – are responsible for the Internet information selected and/or accessed by their children according to the ethical standards of the Library. Parents – and only parents – may restrict their children – and only their children – from accessing Internet resources.

As with other library-related materials, restriction of access is the responsibility of the user or the user's parent or guardian. The user is responsible for using the Internet responsibly, that is to say, by adhering to all copyright laws for materials and software that may be accessed, downloaded, copied, etc. via the Library's Internet access.

## **VI. Rules for Use of Public Access Computers (PACs) and Internet**

A maximum of two (2) people may be at a computer workstation at a time.

Users will be granted 30 minutes per session on the PACs in the public area. The PACs are running on a software program that keeps up with the time limit. A user's session will only be extended if there are no other patrons waiting to use one of the PACs. Users who know they will need more than 30 minutes to complete their task on the PACs must get prior approval from the library staff member at the Circulation desk. Users needing to take an online test must schedule an appointment to do so. Users needing to take a proctored online test must make special arrangements with the Library Director prior to the date of the test.

Users with special needs or users needing special assistance should contact the Library Director. All library patrons (see definition of Users) may have access to the PACs and the Internet. Prior to using a PAC, patrons must complete read and agree to the Public Access Computer Usage and Internet Safety Policy displayed on the PAC screen. Users may log into a session with their library card number or a guest pass obtained from a staff member at the Circulation desk.

## **VII. Wireless Internet Access**

The Greenwood-Leflore Public Library now offers wireless Internet (Wi-Fi) access to patrons who wish to use their own Wi-Fi devices; however, these patrons are still subject to CIPA compliance, guidelines, rules, fees, sanctions, and disclaimers set forth in this policy. Patrons wishing to access the library's Wi-Fi network must ask to join the GLPLS Public network and obtain the password from a library staff member.

## **VIII. Fees**

There is no charge for using public access computers at the Library; however, there is a fee of \$.20 per page for black and white copies and \$.30 per page for color copies charged for printing services. Patrons are required to pay for all the pages they print, regardless if they intend to keep all pages. If a patron is unsure of how many pages will be printed off, they can ask a staff member at the Circulation desk for assistance. Patrons who leave the library without paying for copies will be restricted from using the PACs in the future.

## **IX. Sanctions**

Failure to follow any of the rules and guidelines and/or misuse of the public access computers or Internet access will result in the loss of the user privileges. The user will also be held financially liable for any damage, which may result from misuse of computer hardware, software, or Internet access. Any user who should lose their Internet privileges will have to formally request reinstatement of the privileges from the administrative board of trustees. The decision to reinstate any user's Internet privileges will be at the total discretion of the administrative board of trustees.

## **X. Confidentiality and Privacy**

Greenwood-Leflore Public Library System is not responsible for inadvertent disclosure of sites a user has viewed on a web browser. Users should be aware of the public nature of computer monitor displays, which makes what the user is viewing visible to other users. Patron information is confidential. Request for disclosure of any of the patron's account information will be honored only if authorized by the user of information, when approved by the Library Director, or when required by local, state, or federal law with a legal search warrant. Except when inappropriate, computer users will receive prior notice of such disclosures.

## **XI. Disclaimer**

The Greenwood-Leflore Public Library System does not monitor and has no control over the information accessed through the Internet, cannot be held responsible for its content, and assumes no responsibility for the quality, accuracy, or currency of any Internet resource. Resources may also be biased or controversial. Material some users will find objectionable is on the Internet. Users of the Internet do so at their own discretion.

The Library cannot be held liable for any loss or damage to the user's data or for any damage or inquiry arising from the invasion of privacy in a user's computer account, program, or file.

The Library, its employees, and its trustees disclaim any liability or responsibility arising from access to or use of information obtained through the Internet or other electronic information systems, or any consequences thereof.

**THESE POLICIES ARE SUBJECT TO REVISION AT ANY TIME. USERS ARE RESPONSIBLE FOR KEEPING INFORMED OF ANY CHANGES TO THESE POLICIES.**