

Wynnewood Public Library Computer Usage Policy and Disclaimer

Introduction

In response to the advance in technology and the changing needs of the community, the Wynnewood Public Library endeavors to develop collections, resources, and services that meet the cultural informational, recreational, and educational needs of the community of Wynnewood.

This document constitutes a library-wide policy for the management of computer data networks and the resources made available by the Wynnewood Public Library.

This document reflects the privileges, responsibilities, and ethical principles of the Wynnewood Public Library computer environment.

The Wynnewood Public Library does provide access to a broad range of information, including those available through the Internet.

Statement of Confidentiality

Wynnewood Public Library will consider information stored on this computer and network as confidential. Transaction logs, electronic mail, and other information that could identify users to specific subject matter are considered confidential.

Copyright

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials except as permitted by the principles of "fair use". Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Wynnewood Public Library expressly disclaims any liability or responsibility resulting from such use.

Disclaimer

Wynnewood Public Library has no control over the information accessed through the Internet, and cannot be held responsible for its content. Wynnewood Public Library is not responsible for changes in content of the sources to which we link, nor for the content of sources accessed through secondary links. As with printed information, not all sources on the Internet provide accurate or complete information. Users should evaluate Internet sources just as they do printed publications.

Legal Responsibility

1. The Wynnewood Public Library network computer resources may only be used for legal purposes by the public and staff. Unacceptable purposes include, but are not limited to, the following:
 - a. Harassment of others
 - b. Libel or slandering of others
 - c. Destruction or damage to equipment, software or data
 - d. Description or unauthorized monitoring of communications
 - e. Unauthorized copying of copyright protected material
2. Users may not attempt to access security-related or otherwise confidential information.
3. Users may not falsely identify or represent themselves, or the Wynnewood Public Library, or any of its policies or services, or otherwise commit forgery or fraud.
4. Users and staff members may not employ Wynnewood Public Library resources for the purpose of personal gain.
5. Electronic communication and publications originating from Wynnewood Public Library are considered to be representative of the Library. Users and staff are to adhere to the Wynnewood Public Library guidelines.
6. It is not acceptable to transmit any material in violation of U.S., state, or local regulation which may include, but is not limited to, copyrighted material, threatening, obscene, libelous, or defamatory material, or material protected by trade secret.
7. Interpretation of obscene or indecent writings, pictures, etc. will be defined in Oklahoma Statutes Chapter 39, Section 21.1021 through 21.1040

Responsibilities of Users

In order for the Wynnewood Public Library to maximize Internet availability and insure fair accessibility for all, users must follow the following rules and procedures.

Children's Use

The Wynnewood Public Library is sensitive to the responsibilities of parents and guardians, and wishes to be supportive of their decisions regarding what material is appropriate for their children. For this reason, the Library requires that a parent or legal guardian is to accompany and supervise their children under the age of 12 as they use the internet.

Unmarried children between the ages of 12 and 18 must furnish written permission from a parent/guardian for them to use the internet without the supervision of a parent/guardian.

Parents who prefer to supervise their children's use of the internet are welcome to do so.

Those who give permission for their children to use the internet without their supervision are encouraged to accompany them the first time; they may then explain which sites are appropriate for their use, as well as those they may consider inappropriate. Parents and legal

guardians must assume the responsibility for deciding what library resources are appropriate for their child. Parents/guardians should let their children know what materials they do not want them to use.

A library staff member may supervise a session only if the parent/legal guardian and child have read our policy and signed the proper release form in the presence of a staff member. The availability of staff supervision will depend on other activities or business within the library.

General Use

When using a computer for the first time, users must:

- Read the Wynnewood Public Library policies and procedures
- Sign and date the registration form, then turn it in to a staff member

The following rules are in effect regarding computer use at the Wynnewood Public Library:

1. The library staff may provide general directions regarding the use of the Internet; time permitting.
2. User must have a current Wynnewood Library card number with no overdue books or outstanding fines.
3. The library does not provide individual email accounts; however, users may access individual email accounts provided by a commercial internet provider.
4. Users may download information from the Internet on a disk purchased only from the library (on a cost recovery basis). This practice is necessary to avoid viruses. **Warning:** Although we use a virus-checker on library computers, this will not completely protect you. Software downloaded from the internet may contain a virus; users need to have virus-checking software on user's computer.
5. Before using an Internet computer, user must sign his/her name and the time on the clipboard at the circulation desk.
6. Computers are available at the following times: Mon- Fri 9AM-5PM
7. User may reserve a computer for business or schoolwork for up to two hours per week, with each session not to exceed one hour. User may reserve a time slot up to seven days in advance.
8. Time on the computer is generally available on a walk-in basis. **Time is limited to thirty (30) minutes at a time. The maximum time allowed is one hour per day.**
9. Latecomers forfeit the unused portion of their reserved time. If users are more than fifteen (15) minutes late, the entire reserved time is forfeited.
10. Only one person at a time is to be at a computer, unless it is a parent or guardian helping a child.
11. User may NOT use his/her own software program on a library computer.
12. Printing will be at the supervision and discretion of the library staff, as this can become time-consuming and costly. Therefore, user must request the printing of a document. If approved, the cost of printing is 25 cents per page. There is no charge for students printing school assignments.

13. Users are not to access sites that are inappropriate for public viewing. Failure to abide by this rule will result in the cancellation of computer user privileges.