

Livingston County Library Patrons' Acceptable Use Policy for Computer Equipment, Internet and Network Access

Approved September 18, 2008

1.0 Overview

In adopting the Patron Acceptable Use Policy, the Board of Directors of Livingston County Library is trying to protect its, employees, patrons, partners and the Library from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts, web browsing, and FTP, are the property of Livingston County Library. These systems are to be used in serving the interests of the Library, and of our patrons in the course of normal operations. Please review the Library Policies for further details.

In addition to these policies, Livingston County Library has accepted and approved the Acceptable Use Policy of MORENet (www.more.net/about/policies/aup.html) which may further define the responsibilities and limitations of the use of the library network and computers.

Effective security is a team effort involving the participation and support of every Livingston County Library employee and any patron who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2.0 Scope

Patrons who use the computers or network of Livingston County Library agree that by using these facilities they will comply with, be subject to and grant the Library the right to implement this policy and conditions of use.

This policy applies to all patrons or visitors who uses the computers or network and includes all equipment owned or leased by the Livingston County Library.

3.0 Security

1. The Library expects that all use of electronic information resources such as the Internet will be responsible, ethical and consistent with the purpose for which these resources are provided. This includes:
 - a. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
 - b. Respecting the privacy of others using the public computers and network by not interfering with their use.
 - c. Making only authorized copies of copyrighted or licensed software or data.
 - d. Not making unauthorized changes to the setup or configuration of the software or hardware.

2. For security and network maintenance purposes, authorized individuals within the Livingston County Library may monitor equipment, systems and network traffic at any time.
3. Users should not expect total privacy of electronic mail or anything transmitted across the Internet. System administrators may see the contents of e-mail due to addressing errors or as a result of maintaining the network.
4. Users should not expect complete privacy of items that they print. Staff and other patrons can, at times, view what others print.
5. All web activity can be, and in some cases is, logged. The Library reserves the right to view such logs. Such logs are usually kept for 7 to 10 days.
6. It is also the policy of the Library to limit or deny the downloading of Internet scripts and or controls (Java, ActiveX, etc.).
7. For security reasons attaching electronic devices to the Library's internal network, or phone system is prohibited.

4.0 Patron Use

1. The Library provides "Public" computers and a network for access to the Internet as an informational, educational and recreational resource.
2. Reservations for the "Public" computers are on a first-come, first-served basis.
3. A valid Livingston County Library card and a signed consent form (for patrons under 18) are required to use a library computer.
4. "Public" computers may be reserved for a maximum of two hours per day. Sessions may not be extended beyond the reservation period. Reservations are canceled if the computer is not checked out within 10 minutes of the beginning of the session.
5. Patrons must inform a library staff member that they want to continue their session if they leave a computer prior to the expiration of their reserved. Computers may be checked out to another patron if it is not in use.
6. A "Reference" computer is available for patrons with or without a valid Livingston County Library card for approximately 15 minutes. The "Reference" computer is generally not available for patrons who have used or made a reservation for the "Public" computers, except to briefly check email.
7. Patrons may print pages from the computers. Charges for printing that are not paid may be added to a patron's record and payment will be required before the library card is reactivated.
8. Files may be downloaded to a USB thumb drive, CD or other storage device.
9. An anti-virus program is installed on all computers. However, the software may not prevent the spread of all viruses, worms or other damaging programs.
10. Livingston County Library is not responsible for damage to a patron's disk or computer, or for any loss of data, damage, or liability that may occur from patron use of the library's computers.
11. Filtering software is installed on all library computers in accordance with state and federal laws. Patrons who are 18 years of age or older may request that filtering software be disengaged during their reserved time.
12. Patrons agree to observe local, state and federal laws as they apply to individual use of electronic systems and are solely responsible for violations they or their legal dependents commit. Acts contrary to local, state or federal laws may result in disciplinary action or consultation with appropriate legal authority.
13. Patrons are not allowed to view or print material that is pornographic for minors as defined in section 573.010 RSMO.
14. The Livingston County Library assumes no responsibility for the use of the Internet by children. Subject to the above restrictions, it is the responsibility of the

user (or the parent, guardian) to determine what is appropriate. Parents are advised to supervise their children's Internet sessions.

15. The Livingston County Library does not vouch for or endorse the viewpoints of electronic information.
16. Library staff is unable to provide in-depth training concerning Internet computer jargon, search strategies or personal computer use.
17. Requests for the purchase and installation of software, services or hardware may be submitted to the Director. Livingston County Library reserves the right to either accept or deny such requests.
18. Users may not add software that requires the administrative account.
19. Violation of these policies, misuse or abuse of Library computers or Internet access may result in restriction or suspension of library privileges.