

BELVEDERE TIBURON LIBRARY INTERNET USE POLICIES

Adopted by the Belvedere Tiburon Library Agency

November, 1998

Revised February, 2010

Revised January, 2013

Revised, May 2016

The Belvedere Tiburon Library encourages lifelong learning, promotes literacy, and provides free and open access to library materials and information services for all. In order to meet a wide variety of information needs, the Library makes information available in a variety of formats and provides access to the information resources of the Internet.

The Internet offers a wealth of material which enables the Library to enhance and supplement our existing collection. It allows access to ideas, information and commentary from around the world.

In accordance with the American Library Association *Library Bill of Rights* and a supplemental document entitled *Access to Electronic Information, Services, and Networks*, the Library does not control or monitor access to material which may be accessible from other Internet sites. While much of the information on the Internet is professionally and culturally enriching, not all sources provide information that is accurate, current, complete, legal or acceptable to all individuals.

In accordance with the Library's Collection Development Policy, the Library has selected and linked to Web sites that are recommended for adults. For young adults and children, the Library has also selected links to recommended Web sites. Parents and guardians of children under the age of 18 are responsible for the information selected and accessed by their children.

We ask that all our patrons read the Belvedere Tiburon Library's *Internet Use Policies and Procedures*. Parents should discuss these policies and the *Kids' Rules for Online Safety* (available at the Reference Desk) with their children.

- **Purpose:** Computers are for information, research, entertainment, and the support of educational assignments.
- **Privacy:** Please respect the privacy rights of other users.
- **Security:** In order to protect our computers from viruses or other problems, access to the hard drives has been disabled. You will not be allowed to use or install your own software programs, or download software or large files onto our hard drive. If you wish to save files, you may purchase a flash drive from the Reference Librarian. For your own protection, you should have virus protection software on your home computers. The Library is not responsible for any damage that may result to your own equipment from files downloaded from the Internet.
- **Wireless Network:** The Library's wireless network is not encrypted. Other users may intercept information you send or receive. The Library recommends that you do not enter credit card numbers, passwords, or other personal information
- **Email:** You may access or set up your own personal email account from a Web-based provider. See a Reference Librarian for a list of free email providers.
- **Access Problems:** There are many reasons why you may not be able to access a particular site, or why you may experience difficulty during your session. For example, Internet addresses change frequently; the remote host may be busy; the Library's connection may be experiencing difficulty; our security software may block certain operations. Most of the time, the Library's system is not at fault. While we recognize this may be frustrating, we do not have the staff to troubleshoot the problems you may be experiencing.
- **Computers in Public Areas:** Library patrons are cautioned that the Library computers and any personal laptops are located in a public area, which must be shared by Library users of all ages, backgrounds, and sensibilities. Individuals are asked to consider this and to respect others when accessing information and images.

The following are prohibited:

- Display of graphic pornography is inappropriate for a public and open environment and may be harmful to children.
- Use of the Library's Internet access to transmit or receive illegal information, including harmful, obscene, or disruptive material.
- Vandalism of Library property, including the violation of the Library's network security, or the attempt to harm or destroy data of another user, or on other networks connected to the Internet.
- Violation of copyright laws or licensing agreements.

Misuse of the Internet or any violation of our policies may result in the withdrawal or suspension of access privileges.

BELVEDERE TIBURON LIBRARY

INTERNET USE PROCEDURES

- A valid Library card and PIN number are required in order to use our Internet/Word Processing stations.
- One-time Internet users and out-of-town guests may obtain a "Guest Pass" to use our machines.
- There are three ways to reserve a computer:
 - Reserve an Internet/Word Processing station by using one of the Library Catalog stations in the Library.
 - Sit down at any empty station and log in; the computer will tell you if it's available.
 - Visit our website (www.beltiblibrary.org) and click the Reserve a Computer button on the Tech Center.
- The Library has 9 Internet/Word Processing stations in the Adult Reference area.
- The Library has 3 Internet/Word Processing stations in the Children's Room. These machines also have children's games available.
- You will be able to use up to 2 hours of computer time per day. The 2-hour limit covers not only the Belvedere Tiburon Library's computers, but all computers in the Marin County Library System that use the Envisionware reservation system. For example, if you have used a computer for 2 hours at the Corte Madera Library, you will not be able to come to the Belvedere Tiburon Library for another 2 hours of computer time on the same day.
- You may have 2 pending reservations at a time.
- A warning will be given when your session is 10 minutes from ending. You will be given the opportunity to extend your session if you have remaining time on your account and the station is still available. When your session expires, you will be prompted to log out.
- It is important to log out after finishing a session. The software automatically deletes the computer's record of the sites visited when a patron logs out. As always, patron records remain confidential under state law.
- A reserved station will be held for 10 minutes before it is made available to others.
- No more than two people may use a computer station at one time. Exceptions may be made for families and special circumstances.
- If you wish to save files, you may purchase a flash drive from the reference librarian, bring your own, or use your personal cloud storage.
- It is recommended that if you leave the workstation unattended at any time, you place it in stand-by mode by selecting "hide my screen" from the menu choices.
- Computers will shut down automatically five minutes before the Library closes. New sessions cannot be initiated with less than ten minutes remaining before the Library closes.
- Feel free to ask reference staff for help.
- You may pay for printing by putting money on your account at the Print Release Station or pay at the Reference Desk to release your prints. The Library charges \$0.10 per page for black and white and \$0.50 per page for color.

Adopted by the Belvedere Tiburon Library Agency on November 16, 1998. Revised on May, 2016.