[LIBRARY LETTERHEAD]

INTERNET USE POLICY

Purpose

The mission of the [LIBRARY NAME] is to [STATE LIBRARY MISSION]. Providing the community access to the Internet can further that mission. Therefore, [LIBRARY NAME] has adopted this Internet Use Policy to establish guidelines and acceptable behavior for use of the library's Internet.

The primary goals of [LIBRARY NAME]'s Internet is to:
- Provide the community with free use of the Internet
- Provide the community with current digital information
- Provide the community access to online resources, research and educational tools, and entertainment

All community members are expected to follow the rules set forth by the [LIBRARY NAME] regarding use of the library's Internet.

Reservations
- Users can reserve a public access computer for Internet use in person or by phone during the library's hours of operation.
- Computer time is reserved in 60-minute blocks but may be extended if there are no reservations or no one else is waiting to use a computer.
- Walk-ins are welcomed based on the availability of equipment.

Assistance

The library staff is trained to provide limited startup support.

Acceptable use
- Users may not install any software or save any computer files on the computer hard drive.
- The [LIBRARY NAME] reserves the right to remove any file that has inadvertently ended up on the computer and restore the computer's hard drive to its original configuration.
- No changes are to be made in any program setup or the hard drive configuration.
- Users are asked to immediately report any problems with equipment to library staff.

Damage to [LIBRARY NAME]'s computer equipment caused by or resulting from inappropriate use or improper behavior may result in civil and/or criminal action being taken.

Minors

It is the policy of the library to comply with the Neighborhood Children's Internet Protection Act (PL 106-554) by:

(a) preventing user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;

(b) preventing unauthorized access and other unlawful online activity; (c) preventing unauthorized online disclosure, use or dissemination of personal information of minors.

Responsibility for monitoring a child's access to library resources rests with the parents or legal guardians.

Privacy

The [LIBRARY NAME] does not collect information about community members' use of the Internet, including when the Internet was accessed and what content was accessed via the library's Internet.

Disclaimer

[LIBRARY NAME] is not responsible or liable for the content of postings by third parties accessed via the library's Internet. Users should be aware that not all sources on the Internet provide accurate, complete, or current information. The library denies any responsibility for the accuracy or quality of information obtained. The library urges patrons to be informed consumers and carefully evaluate information obtained via the Internet.

Ongoing Use Evaluation

The role of the Internet in relation to the mission of the [LIBRARY NAME] will be evaluated periodically by the Director and Board of Trustees and may be changed or modified at any time at the discretion of the Director as authorized by the Board of Trustees and in accordance with any local, state, or federal laws.

Questions or concerns regarding [LIBRARY NAME]'s Internet Use Policy should be forwarded to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees __/__/2020