

COMPUTER INFORMATION ACCESS POLICY STATEMENT

The mission statement of the Sikeston Public Library is to provide resources and services to meet the informational needs of the community.

In response to advances in technology and the changing needs of the community it serves, Sikeston Public Library offers access to the Internet as well as information in CD-ROM format.

Sikeston Public Library provides these services equally to all adult library users. A user is defined as an individual eligible for library services, either through residency in the city of Sikeston, service contract from other library districts, or through the purchase of a non-resident library card.

THE REFERENCE COMPUTERS MAY NOT BE USED TO ACCESS PORNOGRAPHIC OR OBSCENE MATERIALS. Nor may they be used to send, check, or receive e-mail (Hotmail, etc.) or to read messages on chat lines or send messages. Information may not be downloaded nor may web pages be set up. Online gaming is not allowed. In other words, the screen may not be personalized for an individual to use the computer as his/her own personal technological tool.

The library staff does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a worldwide community with a highly diverse user population, and it is the individual user's responsibility to use this resource appropriately.

Not all resources on the Internet provide accurate, complete, or current information. It is the individual user's responsibility to be a good information consumer, questioning the validity of the information.

The Board of Trustees has given the library staff the responsibility to insure the equitable, reasonable and most efficient use of the Internet resources. Individuals who do not follow the policies stated here are subject to being denied access to the Internet.

GUIDELINES FOR USE OF THE REFERENCE COMPUTERS

1. You will need a current Sikeston Public Library card. This means you need to have your name in the computer file of patrons. Residents outside of the Sikeston Public Library district may purchase a block of Internet use without purchasing a library card. Cost for this service is \$5.00 for an hour of time. Non-resident computer users must follow the same acceptable use policy as cardholders; any violation of the acceptable use policy will result in the non-resident computer user being asked to leave, with no refund given for unused computer time.
2. You may register to use a terminal for **one hour**. If there is no one waiting to use a terminal, you may register for an additional hour; **you may not use the reference computers for more than two hours in a day**. The computers are normally available during normal library hours.
3. You may download to your own disc, which will be scanned for viruses by library staff before the disk is placed in the computer. You may not use your own software.
4. Patrons may not use the reference computers to access any website which requires a password or personal information to be entered to use or log in to the website.
5. **EXCEPTIONS to #4 above** – Passwords and personal information may be entered to apply for jobs online, and for college and university students to access online learning programs through university or college-sponsored accounts. Patrons are responsible for monitoring the amount of time they have remaining, especially if they plan to take timed tests online. The Sikeston Public Library is not responsible for lost connections or technical difficulties that may arise during the course of a timed test. Personal information may be entered to complete the FAFSA financial aid form or to apply for scholarships.
6. **E-MAIL:** One computer shall be dedicated to checking e-mails. Non-cardholders shall pay \$1.00 for a 15-minute block of time to check e-mails. This time limit shall be strictly enforced. Downloading viruses to the computer – whether accidental or planned – may result in charges for computer repair or criminal charges where applicable.]
7. A printer is provided so that you may have a paper copy of information you wish to keep. There is a charge of 20 cents per printed page. This must be paid at the time the page is printed.
8. All users of the reference computers are expected to use reasonable care of the computers. Misuse of the computers will result in loss of computer privileges and/or payment for damage to equipment.
9. Children under 14 years of age must be accompanied by a parent or guardian when accessing the Internet. **The parent or guardian must stay with the child by the computer terminal.**
10. All Internet users must sign an Internet agreement before accessing the Internet. When an individual signs his/her name in the notebook, this means the individual is signing a contract to follow all aspects of this policy.

11. You may not always be able to get to places on the Internet that you want to access.
There are many reasons why this may happen:

- There are too many Internet users attempting to access the host computer, and the host computer has closed or limited access;
- The database or resource is licensed to a particular institution and you would need to be affiliated with the institution to gain access;
- The host computer has changed its address or has closed down; or,
- The library's Internet connection may be periodically and temporarily inoperable due to technical difficulties.

12. Please report any problems immediately. This includes accessing obscene sites by accident.

The library staff will be glad to assist you in accessing the Internet. Library staff cannot provide in-depth training concerning Internet jargon, search strategies or personal computer use. Due to library scheduling, Internet-trained staff may not always be available.

This revised policy was adopted by the Board of Trustees of the Sikeston Public Library on June 5, 2006.