

Cooke County Library Internet Use Policy and Guidelines:
(This Internet policy became effective Dec. 12, 2005.)

Mission:

The mission of the Cooke County Library is to provide all persons in the community with a safe and confidential environment in which they may freely pursue intellectual, educational, and recreational interests through diverse services and resources collected in a variety of formats. In response to advances in technology and the changing needs of the county, the Cooke County Library provides access to a broad range of informational resources, including those available through the Internet.

Disclaimer:

The Cooke County Library only assumes responsibility for the information provided on our Home Page. Since the Internet is a global entity with a highly diverse user population and information content, the Library has no control over what information may have been placed on the Internet and does not accept responsibility for its content. While the Internet offers many valuable local, national and international sources of information, not all sources provide accurate, complete or current information. It is the responsibility of the user to evaluate the validity of information found. The Internet and its available resources may contain materials of a controversial or offensive nature. Parents of minor children must assume the responsibility for their children's use of the Internet through the Library's connection.

- Rules Governing Use:

General Use (Applies to All Patrons):

1. Access to the Internet is available only on certain designated workstations in the library.
2. If requested, the library staff will show patrons how to access the Internet and will explain basic navigational commands. Lengthy one-on-one tutorials are not possible due to staff constraints. However, staff can refer you to local Internet classes.
3. Use of an Internet access computer is on a first-come, first-serve basis. Those using the Internet will have a **one (1) hour** time limit assigned, and will not disregard the limit when the library staff notifies them their time is up or the computer management system shuts off the computer.
4. Patrons will be allowed to use the computers only **TWICE PER DAY**, for a **one (1) hour** period. **ONLY IF** there are **NO** other patrons who **HAVE NOT** used the computer that day.
5. All computers will be closed down fifteen (15) minutes prior to library closing.
6. Due to limited space no more than two (2) persons may work at any Internet stations. Only two (2) persons can share one Internet session and only as long as they do not disturb fellow patrons.
7. Patrons may not install or download software programs onto the library computers.
8. Downloading of files or documents may be done to CDs or floppy disks only. If a patron has no disk, one can be purchased for a minimal charge at the circulation desk.
9. If you wish to print from the computers, you will be charged. Each page printed costs \$0.20. Prompt payment is required or patrons will not be allowed to use the computers for 30 days.

- Use by Minors (under age 18):

1. It is the Library's policy that parents or legal guardians must supervise their child's use of library computers and printers.
2. Anyone under the age of 18 years must have parental permission to access the Internet in the library.
3. The Library does not have the right or responsibility to act in place of a parent.
4. Minors will be assigned to use the one (1) "minor" computer, which does not provide access to all the Internet options, unless accompanied by a parent or legal guardian.
5. No minor will be allowed to sign on and enter "chat" rooms.

- Responsibilities of the User:

1. The use of the Internet is a privilege, not a right, and inappropriate use will result in a patron losing this privilege. Examples of unacceptable use include, but are not just limited to:

- a) Using the workstations to gain access to the Library's networks or computer systems or to any other network or computer system.
- b) Make any attempt to damage or alter computer equipment or software configurations.
- c) Make any attempt to cause degradation of system performance.
- d) Unauthorized access to restricted files, networks or the control panel.
- e) Violation of copyright laws or software licensing agreements.
- f) Viewing or printing sexually explicit materials that are not suitable in a public setting.
- g) Use of Library computing resources for harassment, libeling, or slandering of other users.
- h) Unlawful dissemination of personal identification regarding minors.
- i) Use of computers for disruption or unauthorized monitoring of electronic communications.

2. Computer etiquette:

- a) Once your time has expired, vacate the area promptly. Please remember to sign out in the computer use book.
- b) Do not violate other patron's privacy by standing behind them.
- c) A patron with small children must keep them by their side at all times while using the Internet.

• Sanctions:

1. Violations of the rules described will result in the user having privileges suspended for thirty (30) days. A second episode will result in a ninety (90) day suspension. Additional incidents will cause the patron to forfeit all privileges permanently.
2. Illegal acts involving library property or online violations will be subject to prosecution by local, state or federal authorities.
3. Users are financially liable for any damage caused directly or indirectly to any Cooke County Library equipment or software.
4. The Cooke County Library reserves the right to terminate a patron's Internet session at any time the staff deems the use to be in conflict with the Library's Internet Use Policy and Guidelines.

• Procedures for use:

1. Computers are available at the following times:
 - a) 9:00 am – 5:45 pm Monday, Wednesday, and Friday
 - b) 10:00 am – 6:45 pm Tuesday and Thursday
 - c) 10:00 am – 3:45 pm Saturdays
2. You may reserve the Internet Access computer for only one (1) hour. However, if there are no other patrons waiting to use the computers, the Library staff may allow you to stay on until the computer is needed.
3. Latecomers forfeit the unused portion of their time.
4. If a computer is not already reserved, it is available on a walk-in basis.