

CHRISTIAN COUNTY LIBRARY INTERNET ACCEPTABLE USE POLICY
READ BEFORE LOGGING ON TO INTERNET

1. Individual users are limited to **one hour per session or six hours a week**. Daily limit may be extended by prior notice and special circumstances, such as taking a test. Weekly limit is firm. Set up an internet account before first use. Steps for internet use: a) sign in to hold "a place in line"; b) log on, using library card number; and c) sign off when finished. System warns of log-off time, automatically closes at end of your session and keeps track of usage time. Computers automatically log-off five minutes before closing time.
2. Users may not use any internet use account other than their own. This includes but is not limited to spouse, parent, children or friends of the user.
3. **Users are required to refrain from illegal activity; commercial use of the internet access provided through the library; producing or transmitting any threatening, obscene, or harassing materials or computer virus; accessing pornographic websites; attempting to defeat filters or taking any action which could damage or disrupt the equipment, software, or data transmission; or violate the privacy of another individual. Internet use of library computers is monitored from staff computers to insure compliance with rules.**
4. Users may not download or store data or install non-library programs on library computer hard drives. Only library-installed software programs may be stored or kept on any library computer. On the public access computers - and no others - the public may store and use personal files on floppies, Zip Disks, of flash drives or use self-running CD-ROMs. Users, not the library, bear sole responsibility for data loss or damage to any personal storage device used on library equipment.
5. Computer or Internet users may purchase 1.44 Mb diskettes at the circulation desk. You may bring your own disks or flash drives to use on public access computers only.
6. A printout of one page per day is free. Additional pages are ten cents per copy. **Users are responsible for prepaying print charges. Run print previews before asking for a printout. You will be charged for all copies printed except for the first sheet, even if you don't want them.**
7. Library staff may help answer basic computer questions, suggest software manuals, or refer you to other library materials or local classes. Staff time prohibits lengthy one-on-one computer, software or internet training outside of scheduled classes. Check with staff for schedule of classes.
8. **E-mail and discussion lists are permitted but not supported or primary functions of library internet computers. The library cannot provide e-mail accounts or load additional e-mail programs. Patrons must refrain from abusive, obscene or harassing messages. Children's use of these functions and their compliance with these rules will be the decision of the parent or guardian.**
9. The Christian County Library has no control over the information accessed through the Internet and cannot be held responsible for its content. You may encounter website names or other material you find offensive. All Internet access passes through a CIPA-compliant filter. You may ask for review of a blocked site. Staff will check and respond. The review cannot be conducted when the library is open. **As with other library materials, restriction and supervision of a child's access to the Internet is the responsibility of the parent or legal guardian.**

10. **Failure to read or understand rules does not excuse user for disobeying them.** APPROPRIATE STEPS WILL BE TAKEN TO PREVENT ABUSE OF INTERNET AND/OR COMPUTER PRIVILEGES. REPEATED VIOLATORS RISK PERMANENT LOSS OF ALL COMPUTER PRIVILEGES EXCEPT ACCESS TO THE CATALOG.

Internet Policy - Last reviewed and adopted 30 Nov 2007