

**POLICY FOR ACCESS TO ELECTRONIC INFORMATION NETWORKS
SHERMAN PUBLIC LIBRARY DISTRICT**

ELECTRONIC NETWORKS AND LIBRARY'S MISSION

Libraries make it possible for citizens to have access to the information they need to make informed decisions. As a member of the Illinois Library and Information Network (ILLINET), Sherman Public Library District is committed to networking which represents good public policy by maximizing the use of the resources of all types of libraries. Every library user benefits from expanded access to information beyond the four walls of a single library building.

Sherman Public Library District and all ILLINET libraries use electronic information networks such as the Internet for a variety of purposes:

Access to shared automation systems that provide bibliographic access to the collections of the local library and libraries in the region and across the state.

Access to the wealth of information resources available via the Internet.

Access to general and specialized shared licensed databases available to ILLINET member libraries through regional and statewide cooperative programs.

The Sherman Public Library staff uses the ILLINET database to search information requests, to answer questions and to order interlibrary loan material.

RELATIONSHIP TO OTHER LIBRARY POLICIES

Sherman Public Library District's Policy for Access to Electronic Information Networks is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies. Copies of all library policies are available upon request from a library staff member.

"GLOBAL" VERSUS "LOCAL" RESOURCES

Most resources available via the Internet and other electronic information networks are "global" resources rather than "local" resources. Sherman Public Library District does not and can not control the information content available through global resources such as information obtained from outside sources via the Internet. Internet resources enhance and supplement resources that are available locally within a library. Library users must be aware that Sherman Public Library District does not exercise control over information obtained via the Internet and must keep in mind the following points when evaluating information obtained via the Internet.

- . Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.
- . Information obtained via the Internet may or may not be accurate.
- . Information obtained via the Internet may or may not be current and up to date.
- . Links to information the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable and this unavailability often occurs unpredictable.

- . Certain information obtained via the Internet may be considered controversial by some library patrons.

Sherman Public Library District urges library patrons to be informed consumers and carefully evaluate information obtained via the Internet. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of Internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet.

Sherman Public Library District is not responsible for damages, indirect or direct, arising from a library patron's use of Internet information resources.

LIBRARY PATRONS' RIGHTS

Library patrons have certain rights with respect to use of electronic information networks such as the Internet. Sherman Public Library District will work with other libraries in the Illinois Library and Information Network to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.

- . Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings.
- . Library patrons have the right to equitable access to electronic information networks.
- . Library patrons have the right to access and read all library service policies and discuss questions with appropriate library staff.

PATRON ASSISTANCE AND INSTRUCTION

Sherman Public Library District's staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. Printed and on-line documentation and instructions are available at or near points of service. Formal instruction in particular aspects of electronic information network use may be available.

USE OF EQUIPMENT AND NETWORKS

Sherman Public Library District requires that library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable use. The following activities are unacceptable:

- . Use of electronic information networks for any purpose that results in the harassment of other users.

- . Destruction of, damage to or unauthorized alteration of the library's computer equipment software, or network security procedures.
- . Use of electronic information networks in any way, which violates licensing and payment agreements between Sherman Public Library District and network/database providers.
- . Unauthorized duplication of copy protected software or violation of software license agreements.
- . Violation of system security.
- . Behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment that serves to deny access to users.

CHILDREN'S ACCESS TO ELECTRONIC INFORMATION NETWORKS

Sherman Public Library District supports the right of all library users to access information and will not deny access to electronic information networks based solely on age.

Sherman Public Library District recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Parents are expected to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

LIBRARY PROCEDURES RELATING TO ELECTRONIC NETWORKS

Sherman Public Library District has developed certain procedures to assist staff and patrons in the use of electronic information resources. These procedures include (but are not necessarily limited to) the following:

- . Time limits for access to allow use of resources by the maximum number of patrons
- . Cost recovery for printouts using the library's computer equipment
- . Priority usage for accessing the library's on-line catalog
- . Specific instructions for downloading including compliance with virus protection measures
- . Restrictions on the use of personal software on library computer equipment

BREACH OF POLICY

Violation of any aspect of this policy may result in the loss of library privileges.

INTERNET GUIDELINES/PROCEDURES

Public access to the Internet is a service available to Sherman Public Library District users.

Patrons must be 16 years of age or older to access the Internet on their own. Patrons under **16** must have a parent or guardian with them at the time of Internet use or a consent form signed by the parent or legal guardian on file at the library. Use of the Internet is intended for educational and research purposes.

Internet access is available on first come, first serve basis. Patrons will register for one-half hour usage periods. If no one else is registered after the first hour, the patron's time can be extended until the next patron registers. The maximum time per user per day is one hour.

The Library Staff will establish access to the Internet while the patron remains at the circulation desk. After the connection is made and the password entered, then the patron may go to the computer.

The Library Staff will provide basic instruction on access to the Internet. Once this basic instruction is completed it becomes the patron's responsibility to properly access the Internet.

A maximum of two people is allowed at the Internet terminal. The staff must be able to view the computer monitor at all times. The staff will periodically check the computer during usage of the system.

The adding/deleting of information relevant to the operation of the computer system is prohibited. Patrons are not permitted to add messages; stores files, or alter computer commands. Patrons who are caught violating this rule will lose the Internet privileges for the following time frames:

First Offense: 30 days

Second Offense: 90 days

Third Offense All privileges suspended for 1 year.

Parents of any offender 16 and under will be notified in writing of each offense and the period of suspension.

The Library will report to the Sherman Police Department any tampering that results in damage to the computer system.

All public access to information on the Internet at the Sherman Public Library District is governed under the ILLINOIS COMPILED STATUTES, Chapter 720, Criminal Offenses, Section 5, Article 11 regarding lewd, obscene, and/or pornographic materials. Violations of this rule will be reported immediately to the Sherman Police Department. A sign stating rule is posted at the computer.

March 17, 1999

Revised May 15, 2002

Reviewed and revised August 16, 2006
Reviewed and revised January 4, 2007

President, Board of Trustees

Secretary, Board of Trustees

I have read and understand the above **Internet Guidelines/Procedures**. I am over 16 years of age.

Patron

Date

=