

Computer and Internet Policy- Oneida County Library

(The effective date of the last review of this policy is November 2021)

1. To maximize availability to these resources, and to ensure fair accessibility for all, please review the following guidelines for using the computers and for accessing the Internet.
 - a. Patrons will have a time limit, maximum 1 hour per day at ½ hour intervals when busy.
 - b. Patrons will check in with the librarians before use.
 - c. The Oneida County Library does not monitor and has no control over the information accessed through the Internet. The library will treat information accessed on the computer as confidential. Requests for disclosure of information will be honored only when required by local, state, or federal law (Idaho Code 9-340).
 - d. Oneida County Library is in compliance with Idaho Code as set out in the following:
 - i. Public access to the Internet and online services have become an integral part of the Oneida County Library's programs and services. The intent of this policy is to meet the provisions of Idaho Code 33-2741, as well as provide guidelines for patrons and staff regarding Internet accessible and online computer use.
 - ii. Developed under the direction of the Library Board of the Oneida County Library, this Internet and Online Access Policy was discussed and adopted by the Library Board in November 2021. This policy supersedes all previous Internet and Online Access Policy statements of the Oneida County Library and is effective in November 2021.
 - iii. As a matter of policy, the Oneida County Library will abide by all laws governing or regulating Internet use as such legislation relates to library policy or service.
 - iv. This Policy document will be reviewed by the Oneida County Library Board at least every three years.
 - v. The Oneida County Library's Internet Access Policy complies with Idaho Code 33-2741 PUBLIC LIBRARY - INTERNET USE POLICY REQUIRED.
 - vi. The Oneida County Library has in place a policy of Internet safety, which may include the operation of a technology protection measure on any

publicly accessible computer or device with Internet access that protects against access to visual depictions that are obscene, or child pornography as defined in I.C. 33-2741. Filtering software is in place to provide Internet safety during any use of a computer or wireless computer or device for ages 13 and under. This legislation goes into effect on July 1, 2020, updating Idaho Code section 33-2741 regarding Internet Use Policies to require all public libraries in Idaho receiving public money (including EOR state broadband reimbursement funding) to have internet content filtering in place on publicly accessible wireless. Wireless Security Codes will be changed at the Director's discretion.

- e. Library policy restricts access to Internet sites that contain visual depictions that are child pornography, harmful to minors or obscene, and may also limit Internet access or otherwise protect against materials other than the materials specified in Idaho statute. No use of profanity, no violence to equipment, and no pornography are allowed on these machines. If caught violating these stipulations the patron may lose computer privileges permanently. However, an authorized library representative may disable a technology protection measure at the request of a patron at least 18 years of age or older, to enable Internet access for lawful purposes.
 - f. The Library Board has approved the use of Filtering Software which filters through the router at the wireless and wired level and not individual computers.
 - g. A separate area is designated for youth computers and devices that is not near the public computer access room. Any patron under the age of 18 will not be allowed in the public computer room and will have to use the computer in their own section.
 - h. If there is a patron complaint about internet policy, the patron will report the complaint to the director who will attempt to resolve the situation. If the patron is still unhappy with the result, the patron may request a hearing with the board.
 - i. The Library Board has established procedures and guidelines to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. A notice of the availability of these procedures for public review will be posted, as well as the policies made readily available to all staff members. These procedures and guidelines will be adhered to by library staff to enforce the requirements of Idaho Code 33-2741.
 - j. If a library patron observes inappropriate behavior by another library patron, the concern should be expressed to the library director.
2. Staff time is limited and will not be available to offer in-depth training on the computers or devices. Patrons cannot expect staff to spend long amounts of time setting up email

and dealing with other learning instruction. Patrons can bring others in that can help them.

3. If a patron has not registered for a specific time the computer use will be on a first-come-first-serve basis. A time limit of 60 minutes will apply if other people are waiting to use the computer. When the patron is advised by the staff that someone else is waiting to use the computers, they will be expected to complete their session within ten minutes. If no one is waiting to use computers, it will be at the librarian's discretion to allow them more than the 60 minutes allowed. Preference will be given to patrons doing research or testing.
4. The computer room may be closed for those patrons who have arranged to take academic tests with the Oneida County Library as their proctor.
5. Those patrons who wish to connect to the internet with personal laptop computers or devices will be subject to the same rules as the library computers. They will be allowed to connect in the computer room with a network cable provided for that purpose or find a place in the library. Adults will not be allowed in the juvenile portion of the library to use their laptops and devices. Those who have special permission from the director may utilize the wireless network capabilities. The director will have complete control of these decisions because of potential security and abuse factors.
6. If a patron wishes to download information, the library will not be responsible for any software or hardware damage that may occur on equipment brought in by the patron.
7. Extensive downloading must be approved by a librarian so as not to limit the bandwidth for other patrons.
8. The cost of printing will be 10 cents per page if black and white or \$1.00 per page if color is used. Other fees will apply for front to back printing, larger paper size or cardstock. Extra or unwanted copies are the responsibility of the patron.
9. No food or drink will be allowed in the computer room.
10. Anyone making changes to any of the software or hardware settings may lose their computer privileges permanently.
11. No patron under 18 will be allowed in the public computer room. This includes small children and babies.
12. All patrons must sign in for computer use. This is not to track individual patrons, but to ensure we have statistics on computer use for reports.
13. Materials obtained or copies on this computer network may be subject to copyright laws which govern the making of reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the

proposed use falls within the definition of Fair Use. Violations of the copyright law may subject you to an action for damages and/or an injunction. Students researching topics for school should be sure to note addresses and network sites for citation in bibliographies.

14. Wireless Policies include:

- a. Age 13 and older can have access to the library wireless internet on their own mobile and computer devices with parental permission.
- b. Patrons may access the wireless network outside of the library building if they get a code from the library director or staff.