

# Computer and Internet Use Policy

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## Rules of Conduct:

1. Patrons must have and present a valid library card in good standing issued by Martinsburg-Berkeley County Public Libraries in order to gain computer access. Patrons without a library card may use the computers by purchasing a visitor card for \$1.00, entitling the user to one one-hour session.
2. Computer usage is limited for all patrons to one one-hour session per day. Patrons may not use other patrons' cards and/or numbers to access the computers.
3. Computers will not be used for illegal activities, to access illegal materials, or to access materials which by local community standards would be considered obscene. Patrons are required to adhere to these standards when using library computers for any reason.
4. Modification of existing library software is prohibited. This includes but is not limited to attempts to manipulate the "Envisionware Reservation System" or any other security residing on library computers.
5. Patrons will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
6. Patrons will respect copyright laws and licensing agreements.
7. Patrons must abide by the age requirements of any website. Children under the age of 16 will be granted computer access in the Children's Department.
8. Patrons will respect the privacy of other users, and will refrain from attempting to view or read materials from other computers.
9. Patrons are required to maintain proper behavior. Excessive conversation, loud music, or any other disruptive activity will not be tolerated.

Internet usage is a privilege provided by the West Virginia Library Commission and the Martinsburg-Berkeley County Public Library. Patrons must agree to abide by the Rules of Conduct. Penalties for infraction of the Rules of Conduct will result in having your internet privileges revoked for the day. Subsequent infractions may result in loss of privileges for greater lengths of time at the discretion of the department head or director of the library.

*Public access computers and wireless service in this library are hosted on the State Library Network (SLN). The SLN is supported by State and Federal funds and is therefore subject to policies, procedures, and standards (including filtering and monitoring) required by the funding authorities. Misuse of library computers by employees or the public may lead to disciplinary action and/or prosecution.*

## Purpose Statement

The Martinsburg-Berkeley County Public Library provides access to the internet as one of the means of fulfilling its mission to "make readily available to the citizens of Berkeley County information that: meets their recreational and informational needs, enhances their formal learning needs, and promotes life-long learning." All internet resources accessible through the library are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate proper judgement, respect for others, and appropriate conduct.

The library supports the right and responsibility of parents/guardians to direct use of the Internet by their own children, and provides convenient access to filtered search engines on all computers. Filtered search engines may restrict access to sites which could be deemed objectionable, but may also limit access to sites which have legitimate research value. If you feel that you have been denied access to a site with needed information, please see the lab technician on duty. No filtering system is completely effective or efficient. Access to filtered search engines has been provided in accordance with the CIPA (Child Internet Protection Act).

Library employees may not be able to help patrons solve or correct every problem. Staff will provide assistance to the extent that time and patron demands allow.

## Termination or Prohibition of User Access

Library employees are authorized to terminate any user's access, or to prohibit a user from subsequent access from one day to permanently revoking their access if user fails to comply with the Rules of Conduct or any other library rules and regulations.