



Technology & Internet Policy

Policy Statement

The Mancos Public Library offers free public access for *all* library patrons to library resources and information (including technology facilitated media), both inside and outside the library, to meet the informational, educational, and recreational needs of our diverse community.

To protect the patron's fundamental right of access, ensure the safety of public and staff and protect the library's resources, anyone who uses Mancos Public Library's technology resources and services (including but not limited to hardware, software, Internet, databases, and physical facilities) are expected to adhere to the following regulations. Any violation of the following may result in suspension or loss of library privileges, including removal from the library and/or legal action.

Regulations

- **Unacceptable use of library technology** includes, but is not limited to:
 - Theft, damage or destruction of library property, including software and hardware components of a local or remote computer or computing system, and/or use of programs that infiltrate a computer, computing system, or data network.
 - Violation of the legal protection provided by copyright and licensing laws for print, electronic, video or digital resources, programs or data, including downloading or transmitting confidential or trade secret information or plagiarized material.
 - Seeking information on, obtaining copies of, or accessing or modifying the files and other data belonging to other users. Patrons shall not represent themselves as another user unless explicitly authorized to do so by that user.
 - Downloading and/or installing additional programs, applications (apps), or hardware on library equipment without the explicit approval of the Technology Manager or Director.
 - Any other use that violates local, state or federal laws, causes disruption or interference of network users or services, or is considered inappropriate in a public environment.

- Use of workstations intended for individuals with special needs or of another age group without staff approval, or using public workstations beyond time limits established by library management. These time limits may change without notice.
- **Unacceptable use of library internet service (including wifi)** includes, but is not limited to:
 - Hacking, distribution of malware or spam, or any other activity which infringes on the rights of or attempts to take advantage of others.
 - Falsification of personal information (ie: age, gender, nationality, etc.) in order to gain access to Internet sites.
 - Violation of legal protection provided by copyright laws and licensing by downloading or viewing protected material.
 - In public, viewing or downloading visual material that by community standards would be considered obscene or offensive. If access to this material is necessary for personal research, reasonable accommodations will be made to allow privacy.
 - Unauthorized disclosure, use, and dissemination of personal information regarding minors.
 - Illegal activities in violation of federal, state or local laws, including use of resources that condone illegal actions or provide instructions for committing illegal acts.

The library reserves the right to monitor Internet sessions in order to ensure system security. Library staff may review these sessions anonymously and remotely. All transactions will be considered confidential except in those instances where illegal activity is observed, in which case Internet connections may be terminated and information made available to local law enforcement in accordance with the provisions of C.R.S. 24-90-119. As specified by state and federal laws (HB 04-1004 Internet Protection in Public Libraries, C.R.S. 24-90-601-606 and Children's Internet Protection Act (CIPA), Pub. L. No. 106-554), Mancos Public Library will filter all Internet capable computers. Patrons may request to have the filter "lifted" temporarily if engaged in bona fide research or other lawful purposes. The Mancos Public Library does not assume any responsibility for the accuracy of its Internet filters.

- **Access by minors to Internet:**
 - Minors are expected to adhere to the regulations outlining unacceptable use of library internet service as stated above.
 - As specified by state and federal laws (HB 04-1004 Internet Protection in Public Libraries, C.R.S. 24-90-601-606 and Children's Internet Protection Act (CIPA), Pub. L. No. 106-554), Mancos Public Library will filter all Internet capable computers to block obscene and sexually explicit materials. However, no filtering system is infallible and Mancos Public Library does not assume responsibility for the accuracy of its Internet filters.

- Mancos Public Library provides supervision of public space. Minors, like adults, are expected to behave in a civil and appropriate manner in the library (for more information on expected behavior, see Patron Code of Conduct Policy.) The viewing or display of visual materials that would be considered obscene by community standards or that might be considered inappropriate for minors constitutes inappropriate behavior in most circumstances. In such instances, and at the discretion of library staff, patrons will be asked to cease such behavior or risk the loss of future library privileges.
- To address the issue of safety and security of minors when using the Internet, electronic mail, chat rooms, and other forms of direct electronic communication, Mancos Public Library affirms the right and responsibility of parents/guardians, and not library staff, to determine and monitor their child's use of the Internet. Library staff will work in partnership with parents/guardians to help guide children in the safe use of the Internet. Due to the fact that we cannot control all aspects of this vast resource, we urge parents to *continually* participate in their child's learning process by helping them make good choices in selecting appropriate materials and websites.

- **Library Technology**

- The library provides usage of a variety of devices, included but not limited to, printers, E-readers and laptops. These devices all follow the same rules and guidelines laid out for stationary computers in this policy.
- Mancos Public Library staff are committed to providing excellent customer service and assisting our customers with using MPL's electronic resources and apps on their mobile devices. MPL staff cannot assure privacy or security and assume no responsibility for any damages, direct or indirect, that may occur from the use of electronic resources or from assisting customers with their personal devices

- **Disclaimer**

In total, Mancos Public Library has no control over information accessed through the Internet and cannot be held responsible for its content. As with other library materials, supervision or restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Much of the information on the Internet is timely, useful, and/or entertaining; some of it is dated, erroneous or offensive. Even more so than traditional printed materials, library users should cast a cautious and critical eye on any and all data they discover. The job of the library is access, not endorsement.

Dated this _____ day of _____

Signed: _____
 President, Board of Trustee