



NORTHFIELD PUBLIC LIBRARY

RULES AND PROCEDURES FOR USING THE "INTERNET PCs"

General Procedures:

Library users will be asked to provide their library card in order to use the Internet PCs. Persons who have over \$10.00 in fines will not be allowed to access the Internet. Sign-up periods will be for one hour; each person is limited to one hour of computer time per day. Exceptions will be made ONLY if there are multiple empty computers. Sign-ups may be made in advance for one of the computers. Other use is on a first-come, first-served basis.

- Please limit use of the Internet PC to a maximum of two persons at one time.
- It is not acceptable to use the Northfield Public Library Internet Access to:
 - a) Access sites that are obscene or pornographic or which contain material that is harmful to minors.
 - b) Degrade or disrupt equipment or system performance.
 - c) Place or alter files or programs on the library's computers.
 - d) Vandalize the data of any other user.
 - e) Gain unauthorized access to resources or entities.
 - f) Invade the privacy of individuals.
 - g) Violate federal, state or local laws or regulations. (Illegal purposes include software or information piracy and accessing material that is harmful to minors – see above.)
 - h) Violate copyright or licensing agreements.
 - i) Access chat rooms.
- Only library-owned software may be used on the Internet PCs.
- The priority order for use of the Internet PC is:
 - a) Research or informational use of the Internet
 - b) Use of word processing or other software. (One other computer is available for Microsoft Office use only.)
 - c) E-mail.
 - d) Playing games. Library staff members reserve the right to ask a user who is playing games to give up the computer to those who need to search for information.
 - c) Chat rooms are not allowed.

Important notes:

Law: The library will comply with Minnesota law, section 134.50 and the federal Children's Internet Protection Act, which requires filtering on ALL library computers with connections to the Internet in order to receive federal funding for telecommunications and technology. In order to comply with CIPA, library computers will be filtered. The default filter will block sites that have nudism, pornography and adult/mature content.

Definitions: Filtering and blocking essentially refer to the same function: software or hardware that, using criteria set up by the vendor, keeps certain types of web sites from being seen on the affected computers. The Northfield Public Library, through its regional library system, SELCO, has chosen to use a product called Sonicwall. Our library has discretion to set the categories of sites that will be filtered.

Filtering Procedures:

If an adult patron wishes to have unfiltered access, he/she will ask the library staff to remove the filter. Staff will make this decision based on the following process:

1. Patron will verbally ask librarian to remove the filter on a computer.
2. The patron must be at least 17 years of age.
3. If there is any question that the patron might be under 17 years old, the librarian will verify the patron's age by checking his/her library record or asking for a driver's license.
4. If the patron does not have a driver's license, or his/her library record does not include a birth date, the librarian will not disable the computer.
5. If it is obvious that the patron is 17 years or older, or if the librarian remembers verifying the patron's age, it is not necessary to check for a birth date.
6. If the computer has been unfiltered, and the librarian notices that the patron is viewing pornography or materials harmful to minors (both are illegal), the patron will be asked to close the site and will be banned from future use of the Internet computers.

Patrons may request that particular sites be blocked or unblocked. They must fill out the attached form (*Request to Block or Unblock a Website*). Library staff will respond to these forms as quickly as possible, within a maximum time period of two weeks. The librarians will not be able to block or unblock particular sites immediately, even on a temporary basis. In the case of unblocking a site, adults may request unfiltered access, but minors will need to find alternative sites. The reference librarians will make the initial decision and will consult with the library director who will make the final decision.

Patrons using the Internet are required/expected/assumed to have read, to understand and to abide by the statements above.