



**Policy: Public Use of Internet Computers**

## **Purpose**

The Mamie Doud Eisenhower Public Library provides computers for public access to the Internet and general workstation functions (word processing, spreadsheets, etc.) in keeping with its role of providing opportunities for all Broomfield residents to pursue lifelong learning; to satisfy their reading, viewing, and listening interests; to receive answers to their questions; and to achieve personal literacy goals.

## **Conditions of Use**

The Internet is a global electronic network with no federal or local control over its users or contents. The Internet may contain inaccurate material or material of a controversial nature. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. The library is not responsible for any loss incurred by a user of the library's computers.

## **Filtering**

Internet filters are software programs that block access to material that may be considered offensive. All public Internet stations in the library are filtered. No filter is one hundred percent effective. Parents or legal guardians of minor children must assume responsibility for their children's use of the Internet. Persons 17 years or older may choose unfiltered Internet access except on stations in the Teen Zone and Science & Education Center. There are no Internet computers in the children's library. Minors may not use the unfiltered Internet without the Internet Permission form signed by a parent or legal guardian.

## **Confidentiality**

The Mamie Doud Eisenhower Public Library will not release information on the use of specific Internet resources by members of the public except as required by law or when necessary for the proper operation of the library. (See the PATRIOT Act Brochure.)

## **Instruction**

Library staff may be able to give limited help with basic computer use and startup procedures, but they do not provide instruction on software use or the Internet. User guides are available at the reference desk.

## **Authorized Use**

The following list is not all-inclusive.

- Standard Internet searches
- Email
- Chat rooms, blogs
- Games
- Ability to save to a floppy disc, CD or jump drive
- Word processing
- Graphics



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**Authorized Use, continued**

- Listening with headphones
- Free access to online Federal government information (see attached Federal Depository Library guidelines)

**Time Limit**

Patrons may use the Internet in 15, 30 or 60 increments up to 2 hours each day.

**Printing**

Library patrons may print 5 pages free. The cost per page after 5 pages is 10 cents per page.

**Unauthorized Use**

Illegal activities or any other activities intended to disrupt network services or equipment are prohibited. Unauthorized use includes but is not limited to the following:

- Disrupting or causing damage to Library programs, data, or equipment
- Unauthorized monitoring of electronic communications
- Propagating computer worms or viruses
- Interfering with another patron's privacy or use of a library terminal
- Viewing any sites which contain a warning that you must be 18 or older to enter
- Fraudulently obtaining access to Internet sites including falsification of age, and unauthorized use of computer accounts, access codes, or network identification numbers
- Distributing unsolicited advertising
- Violation of software licensing agreements and/or copyright laws

Use of the electronic resources of the library is a privilege. Unauthorized access of a computer, computer network, or computer system, or any part thereof or exceeding authorized access to a computer, computer network, or computer system, or any part thereof is a crime under Colorado Law. Colorado Revised Statutes, Sec. 18-5.5-102.

Unauthorized use may result in the loss of library privileges. Violators may also be subject to criminal prosecution or other legal action.

Attachments:           Internet Permission Form  
                              Federal Depository Library Internet Use Guidelines



Mamie Doud Eisenhower Public Library

Broomfield, Colorado

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Attachment #1: Internet Permission Form

Unfiltered Internet Permission

Minor's Name \_\_\_\_\_ Library Card Number \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Birthdate \_\_\_\_\_

(Minor's Name) \_\_\_\_\_ has my permission to use unfiltered Internet at the Mamie Doud Eisenhower Public Library, Broomfield, Colorado.

Signed/Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Relationship to Minor \_\_\_\_\_

Library Staff Signed/Date \_\_\_\_\_



## Attachment #2 Federal Depository Library Internet Use Policy Guidelines

As a Federal Depository Library, the Mamie Doud Eisenhower Public Library complies with all requirements of the Federal Depository Library Program (FDLP) Internet Use Policy Guidelines:

# FDLP Internet Use Policy Guidelines

[ Originally published in *Administrative Notes*, v. 20, #02 - 1/15/99]

These guidelines are effective January 15, 1999 ( revised March 2003 ) .

All depository libraries must offer the general public free access to online Federal Government information provided through the Federal Depository Library Program (FDLP). This follows the same principle of free access that governs the use of traditional depository materials, as provided in Section 1911 of Title 44, United States Code.

Depository libraries should have a written access policy that addresses these issues regarding obtaining FDLP information on the Internet:

- All depository libraries are expected to provide access to the products in the FDLP Electronic Collection.
- Information products in the FDLP Electronic Collection must be available to any library user free of fees or other restrictions such as age or residency status. Free and unrestricted searching may be provided at one or more workstations. The number of available workstations is dependent upon the size of the depository operation and must be sufficient to serve the depository's patrons efficiently and effectively. Time limits and the use of sign-up sheets are acceptable.
- Since the use of filtering software may restrict access to official FDLP information, for example in the health or biological sciences fields, depository libraries must allow users the option to use workstations without filtering software or to turn off the filter while searching FDLP information.
- Security measures must be consistent with FDLP guidelines and requirements.
  - Log-in or sign-up sheets may be used (as with circulation records, confidentiality of these records must be assured and consistent with applicable privacy statutes).
  - Special passwords may be used.
  - E-mail capability of the Web browser(s) may be blocked.
- Patrons' use of depository workstations is subject to the library's overall acceptable use policy.
- Users may be charged the "usual and customary" fees for printing and diskettes.
- Use or access may be mediated or unmediated.

Further guidance, particularly concerning service support issues, is found in "[Depository Library Public Service Guidelines for Government Information in Electronic Formats](#)," *Administrative Notes*, v. 19, no. 11 (9/15/98), pp. 5-6, and in the most recent "[Recommended Specifications for Public Access Workstations in Federal Depository Libraries](#)," in the June issue of *Administrative Notes*.