

Emery County Library's Internet and Online Access Policy Amended 2016

This policy applies to the following branches of the ECLS:

Castle Dale Library
Cleveland Library
Elmo Library
Emery Library
Ferron Library
Green River Library
Huntington Library
Orangeville Library

General Introductory Statement:

The primary purpose of the Emery County Library System is to provide access to a wide range of information, including those available on the Internet. Information available on the Internet enhances the collection that is already held in the Library, and in some cases, may go well beyond what is locally found in the collection. Therefore, users are encouraged to use the Internet while exercising good judgement and discretion in their use of this valuable resource. The contents found on the Internet are not managed by an entity, therefore, users may encounter materials they consider offensive.

Public access to the internet and online services have become an integral part of the Emery County Library System's programs and services. The intent of this policy is to meet the provisions of Sections 9-7-215, 9-7-216 UCA, and Administrative Rule R223-2, as well as provide guidelines for patrons and staff regarding Internet accessible and online computer use.

Developed under the direction of the Library Board of the Emery County Library System, this Internet and Online Access Policy was discussed and adopted during an open meeting of the Library Board on May 6, 2013. This policy supercedes all previous Internet and Online Access Policy statements of the Emery County Library System and is effective on April 19, 2011.

As a matter of policy, the Emery County Library System will abide by all laws governing or regulating Internet use as such legislation relates to library policy or service.

This policy document will be reviewed by the Emery County Library Board at least every three years, and a copy of the new policy will be sent to the Utah State Library Division as required by Administrative Rule R458-2.

It is important to note:

- Library employees are available to aid patrons in locating information. The Library staff will administer to ensure that the Internet is used for purposes complementary to the Emery County Library's Internet and Online Access Policy.
- Not all Internet sites provide accurate, complete, or current information. It is the responsibility of each Library patron to personally evaluate, and use critical judgement, concerning the information found on the Internet.
- Illegal use of the Internet is prohibited. Library patrons may not use the Internet to access, view, print, distribute, display, send or receive images, text or graphics of obscene materials. The Internet user may not disseminate, exhibit, or display materials that are deemed harmful to minors.
- The Emery County Libraries do not condone, support, or advocate the copying and distribution of copyrighted material.
- The Emery County Library System is committed to providing its employees and patrons an environment that is free from all forms of harassment, including sexual harassment and the display of obscene or pornographic materials.

Legal requirements:

The Emery County Library System's Internet Access Policy complies with Section 9-7-215 Internet and online access policy required, and Section 9-7-216 Process and content standards for policy UCA, as well as reporting procedures established by Utah Administrative Rule R223-2.

The Emery County Library System has in place a policy of Internet safety for minors, including the operation of a technology protection measure, hereafter called "filtering software," on any publicly accessible computer with Internet access that protects against access to visual depictions that are child pornography, materials harmful to minors, or obscene. The filtering software will be enforced to provide Internet safety during any use of a computer.

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 Utah statute. Filtering software will provide Internet safety for all public library computers connected to the Internet. However, an authorized library representative may disable a technology protection measure at the request of an adult patron to enable Internet access for research or other lawful purposes.

The Library Board has approved the use of I-Boss web security which is the same system used by the State UEN.

The Library board has disapproved the use of public access Internet computers for online gambling, and any illegal purposes in an effort to protect patrons and the library against materials other than the materials specified in Utah law.

Access to minors (children 8 -17 years old):

As required by the Children's Internet Protection Act (CIPA), in order to remain eligible for federal funding, the Emery County Library System has implemented filtering software on all public access computers. Patrons should be aware that all current filtering software results in a degree of both "under-blocking" (permitting access to certain materials) and "over-blocking" (denying access to certain constitutionally protected materials.)

Parents or legal guardians may determine if their child (8 - 17) can access the Internet. If they so desire, they may fill out an Emery County Library Internet Access for Minors form and sign it in front of a member of the Library staff which would allow the listed minor/minors access to the Internet without a parent or legal guardian present. This information will be kept on file, and on the patron's record making it available to all eight Libraries in the system. This will provide information regarding the use of the Internet by any minor child. Parents or legal guardian must then accept full responsibility for their child's access to information available on the Internet. The Library staff does not have the right, or responsibility, to act in place of the parent in making this determination.

- The Library cannot, and is not able to guarantee the filtering software will block all obscenity, child pornography, or materials that are harmful to minors.

Note: Children under 18 who need to access the internet for homework **MAY** on a one time basis with a phone call from a parent or legal guardian access the internet. Parents are responsible for the actions of their children, whether or not they are present.

Access to adults (18 years old and up):

Adult members of the community eighteen (18) years and older need not sign a Internet release form to access and use the Internet on the Library computers. However, they must abide by the Emery County Library's Internet Policy.

Any adult user may ask a member of the Library staff to disable the filter in order to gain access to an incorrectly blocked site. There must, in the judgement of the Library

staff, be a legitimate reason for the disabling of the filter.

Internet use rules:

1. Library patrons may not use the Internet to access, view, print, distribute, display, send or receive images, text or graphics of an obscene or pornographic nature. This includes any materials that can be used for harassment, including sexual harassment. These acts can lead to revocation of your Library Internet use. (Utah Criminal Code Title #76-10-1201, 1203, and 1204)
2. Transmitting, uploading, downloading, or gaining access to harm or endanger the integrity of the Library network is prohibited. Malevolent and intentional misuse is included, but not limited to; the distribution of worms, or information that is prohibited by Federal, State, or local laws.
3. Patrons may not alter computer settings, damage computer equipment or software. The patron will be responsible for any cost incurred for repairs or maintenance that is a result of inappropriate usage of the computer.
4. A patron may print from either the Internet or a document that they have been working on. The cost will be 10¢ (ten cents) per page for black and white or 50¢ (fifty cents) per page for color. If you print it, you pay for it.
5. All Library computers are located in public access areas shared by people of all ages and backgrounds. Therefore, care should be taken when accessing information. Always show courtesy and consideration for other Library patrons.
6. After thirty (30) minutes of use, the patron **MAY** be asked to give up the use of the computer if:
 - A. Other patrons are waiting.
 - B. If a member of the Library staff deems it necessary.

Minors 8 -17 will be allowed to access the internet a maximum of thirty (30) minutes per day with Internet Access for Minors permission slip signed by a parent or legal guardian. Minors under 12 without the signed form may only access the Magic School Bus Programs unsupervised thirty (30) minutes per day maximum — abiding by the Access to Minors clause. Times may be extended at the librarians discretion.

Children under 18 who need to access the internet for homework **MAY** on a one time basis with a phone call from a parent or legal guardian access the

internet. Parents are responsible for the actions of their children, whether or not they are present.

Adults 18 and older will be allowed to use the computer a maximum of 1 hour per day.

Those using the computer for schooling or training take precedence and a patron may be allowed to use the computer for a longer period of time as needed. A member of the library staff will determine if access to the computer for a longer period of time is valid.

7. No Library patron will use the Internet computers in a way that interferes with users, Library staff, or the operation of the Library. Patrons should not engage in any activity that is deliberately offensive or creates a hostile environment.
8. Not responding to the petition of a member of the Library staff will result in the suspension of Internet privileges immediately.
9. The patron computers will be shut off at 5:00 pm each night, or 30 minutes before closing time.

Implementation requirements:

A notice of the availability of this Policy will be posted in a conspicuous place within the library for all patrons to observe.

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 Sections 9-7-215 and 9-7-216 UCA.

Failing to comply with the established policy may lead to the following consequences:

1. The patron will be asked by the Library staff to discontinue the inappropriate activity. If the violation is continued, the patron will be asked to leave the Library building immediately. It may also lead to revocation of library Internet privileges. If the patron refuses to leave the Library building, Emery County Sheriff's Office will be called.
2. When a patron has been asked to discontinue an activity, an Emery County Internet Violators form will be filed out and signed by both the patron and the member of the Library staff. An alert will be added to

the patron's Library record to inform the Emery County Libraries of the violation.

3. Suspension of privileges are as follows:
 - A. First offense: A verbal warning will be issued and the patron will be given a copy of the Internet Policy. They must sign the Emery County Library Internet Violators form. An alert will be added to their patron record.
 - B. Second offense: Internet privileges will be revoked immediately and at all eight Emery County Libraries for a period of two weeks. They must again sign the copy of the Emery County Library Internet Violators form. Another alert will be added to their patron record.
 - C. Third offense: Internet privileges will be suspended until the violator meets in person with the Emery County Library Board who will determine when and if their privileges can be reinstated. They will be given a copy of the Boards findings.
- If at any time, a user refused to sign the Internet Violators form, they will lose their Internet privileges immediately and go directly to step C. When a user signs the Internet Violators form, it does not mean the user admits any wrong doing, but it does indicate that a member of the Library Staff has perceived wrong doing and has spoken with the user, showing them the Internet Policy.
- If a user gets to step C, they will be notified of the time and date of the Library Board meeting by certified mail, fourteen days prior to the scheduled meeting. If they fail to appear at the Library Board meeting, their Internet privileges will be revoked until such a time that they can meet, per their request, with the Library Board at regularly scheduled meeting.

Internet use complaint form:

Some Library patrons may consider the content of various Internet sites offensive. To report complaints about the policy or its enforcement, the patron may ask a member of the Library staff for a copy of the Emery County Library's Internet and Online Access Policy. This document explains the administrative procedure for dealing with the access, display, or printing of inappropriate materials. The patron has a right to fill out a complaint form,

which must be signed and given to a member of the Library staff. It will then be forwarded to the Library Director and Library Board. They in turn will consult with the County Attorney and County Commissioners for whatever action is warranted.

Adopted 3/15/2016

Carolee Lawson
Library Director

Shirley Ann Zepherin
Library Board Chair

[Signature]
Commission Chair

Reviewed and Approved on June 3, 2019.

**EMERY COUNTY LIBRARY
INTERNET ACCESS FOR MINORS (8 -17)**

As the legal parent or guardian of the individuals listed below, I accept full responsibility for my child's use of the Emery County Library's Internet service. I have read the Internet and Online Access Policy, and I understand that the library's access to the Internet is intended and designed for educational and informational purposes. I will not hold the library responsible for the materials or information acquired by my child through the use of the library's Internet service.

I hereby give permission for my child to use the library's network for Internet access and I certify that I am the legal parent or guardian of the listed individuals.

PRINTED NAME OF PARENT/LEGAL GUARDIAN

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE _____

NAME	BIRTHDATE

LIBRARY STAFF SIGNATURE _____ DATE _____

**EMERY COUNTY LIBRARY
INTERNET VIOLATORS**

PATRON'S NAME _____

VERBAL WARNING

- Give a copy of the Internet rules
- Alert added to Patron record

Patron Signature _____ Date _____

Library Staff Signature _____ Date _____

SECOND OFFENSE

- Restricted from computer use immediately and for a period of two weeks at all eight Emery County Libraries
- Alert added to Patron record

Patron Signature _____ Date _____

Library Staff Signature _____ Date _____

REPEAT OFFENDERS

- Restricted from computer use until meet with Library Board

Patron Signature _____ Date _____

Library Staff Signature _____ Date _____

THIS RESTRICTION IS CONSISTENT AT ALL 8 EMERY COUNTY LIBRARIES

**EMERY COUNTY LIBRARY
DISABLE FILTER
(Only available for those 18 and older)**

I wish to have the Library filter (UEN or State ITS) disabled in order for me to access items on the Internet that don't conflict with the Library Internet Policy which I have read and agreed to.

PATRON SIGNATURE

LIBRARIAN SIGNATURE

DATE