



Internet Access Procedures and Restrictions

The Carroll County Public Library provides public access to the Internet enabling the Library to expand its reference horizons and allowing patrons to explore a broad range of informational, educational, and recreational resources using the technology of the World Wide Web. Patrons should be aware that information on the Internet originates from a variety of sources and may not always be accurate, complete, current, or unbiased. Users must evaluate information from Internet sites and sources as they would information from any other medium and accept responsibility for determining the suitability of the content for themselves and their children. While there is wonderful information on the Internet, there is also material that is controversial and/or offensive. The Library is not responsible for the content of the Internet.

Filtering

The Library employs the use of filtering software. Filtering software is designed and implemented to support the Library's policies in providing internet access.

Users who are eighteen years of age and above may request that the filtering software be disabled. This can be accomplished with the assistance of Library staff.

The filter will not be disabled for any user under the age of eighteen. A juvenile may remain in the presence of a parent, guardian, or caregiver who has requested the filter be disabled. The parent, guardian, or caregiver must remain at the computer during the time that the filter is disabled.

Users may not subvert the Library's filter and any attempt to do so may result in loss of privileges.

The Library's policies regarding use of its computers and Internet access remain in effect when the filter has been disabled.

1. Patrons can access public internet computers with their Library Card number. We do not permit patrons using another Library Card number different from their own. If Carroll County residents do not have a Library Card, one can be obtained, or they are permitted to use a guest pass. Out-of-county visitors may request a guest pass.

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2. Daily internet use may be limited to one (1) hour per session and (2) hours per day. Additional time is subject to computer availability.
3. Internet workstations are generally intended for individual use. Due to noise and space restrictions only one (1) person may use a computer at a time. If special assistance is needed, please notify Library staff. Internet users are required to use headphones.
4. Internet workstations are available on a walk-in/sign-up basis. Advance reservations will not be taken.
5. Users may NOT use their own software programs on an Internet workstation, nor may they download plug-ins from the Internet or play music CDs or DVDs.
6. Participation in chat groups is not always in keeping with the intended purpose of Internet use in a public library setting. Therefore, the Library reserves the right to limit or prohibit chat.
7. The Library does not provide e-mail accounts but does permit patrons to access any of the free web-based e-mail services.
8. An Internet workstation may NOT be used for commercial activity, including but not limited to operating a business for personal gain.
9. Library staff has the authority to determine acceptable use of Internet workstations.
10. Use of the Internet to engage in any activity that constitutes violation of Federal, State, or local laws – including, but not limited to, criminal and copyright laws – is strictly prohibited.
11. Minors are not permitted to display, create, send, or receive text or graphics that are obscene, pornographic or offensive, as determined by Library staff.
12. Internet computers are located in public areas shared by patrons of all ages, backgrounds, and sensibilities; the Library expects patrons to recognize this and refrain from accessing potentially obscene or disturbing websites.
13. Users may download or print information from an Internet workstation.
 - a. Users may not save files on an Internet workstation's hard drive. Files may be saved to a flash drive. Flash drives may be purchased from the Library.
 - b. Users must pay printing costs even if they did not intend to print a document. The Library reserves the right to ask patrons to make multiple copies of the same document on a photocopy machine. Black and white copies are 10 cents per page and color copies are 25 cents per page.
14. Software downloaded from an Internet workstation may contain a virus. Users are advised to install virus checking software on their personal computers. The Carroll County Public Library is not responsible for damage to a patron's flash drive or

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computer. All users of this service agree to hold the Carroll County Public Library harmless from any claims, losses, damages, obligations, or liabilities relating to the use of the library computer or the Internet.

15. Library staff can provide only limited assistance in using these computer resources. Users are expected to have basic computer skills and the ability to use a mouse. Staff may not always be available to provide in-depth individual instruction but may be able to offer searching suggestions and troubleshoot minor technical problems. Library staff reserves the right to ask patrons to schedule appointment for more in-depth, one-on-one assistance.
16. The Library reserves the right to amend other rules and regulations pertaining to computer use as needed. The user agrees to comply with any and all subsequent changes as they may be issued.
17. The Library reserves the right to end an Internet session at any time. Failure to follow the rules and regulations stated above may result in loss of Library privileges and/or civil or criminal charges.

Parents or Legal Guardians will be responsible for the following:

1. Monitor their child's access to inappropriate matter on the Internet. The Library cannot control sites that children may select on the Internet, and staff cannot act in place of a parent to do so.
2. Supervise the safety and security of minors when using electronic mail and other forms of direct electronic communications. The Library reserves the right to end any chat group session.
3. Prevent unauthorized disclosure, use, and dissemination of personal identification information.
4. Prevent minor's unauthorized access, including "hacking," and other unlawful activities while online.
5. Avoid minor's access to materials harmful to them by monitoring all internet use.