

**Vandergrift Public Library
Policies and Procedures**

Policy:	Administration
Subject:	Computer and Internet Access
Effective Guideline:	January 1, 2011
Revised: April 9, 2019	
Approved:	

PURPOSE: To fulfill its mission of providing public access to information of all types in a wide range of formats Vandergrift Public Library provides public access to the Internet. The Internet is a global network comprised of information, multimedia resources and social networks representing a variety of viewpoints and perspectives.

Policy regarding use of computers

1. Users must possess a valid library card to use any computer.
2. If fines or fees are due on a patron's library account, computer privileges will be suspended until all monies are received.
3. If materials that are overdue on the patron's account have not been returned, computer privileges will be suspended until all items are returned and fines or fees paid.
4. There is a (1) hour time limit on computers per day.
5. Library computers automatically shut down 10 minutes before closing.
6. The library does not allow the use of personal software on its computers.
7. USB flash drives may be used on computers.
8. Patrons must use the computer workstations in a responsible manner, respecting the rights of other users.
9. Computer settings may not be changed.
10. Users may not make an attempt to damage or steal computer equipment.
11. Users may not invade the privacy of others or engage in any activity that is harassing or defamatory.
12. If a serious computer malfunction occurs and said malfunction is traced to a patron's computer misuse, that patron's computer privileges will be suspended indefinitely.
13. The computers may not be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable federal, Pennsylvania, or local laws.
14. The library does not issue email accounts and is not responsible for any problems arising with web-based email accounts accessed in the Library.
15. The current cost to computer users to print in black and white is 25¢ per page and color is 50¢ per page.
16. A guest pass to use computers is available for visitors on a short term basis. Guest passes are available at the circulation desk.

17. The library is committed to providing an employment environment free from sexual harassment. Users may not display on screens and/or print materials that may be unlawful or prohibited under any applicable federal, Pennsylvania, or local laws.

Policy regarding use of Internet

1. Internet access is an information source at the Library that extends the Library's commitment to meeting the community's information needs.
2. While the Internet offers access to a wealth of material that is enriching to individuals of all ages, it may contain material that is incorrect, inauthentic, or unreliable. The Library is not responsible for the content of sources accessed by the user.
3. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding user's activities on the Internet.
4. The Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the library.
5. Internet Filtering
 - a. Internet access on all Vandergrift Public Library computers and other devices, including laptops, is filtered. The Library's Wi-Fi network is also filtered.
 - i. Library Internet access, including the Wi-Fi network, is filtered for images and videos containing adult content that would generally be considered obscene or pornographic in nature in accordance. No Internet filter is 100% effective, meaning that some sites that should be blocked may not be, while other sites that should not be blocked by filters could be blocked.
 - ii. Patrons who encounter sites that they believe should be blocked or who are unable to access sites that they believe should not be blocked may request a review of the site in question.
 - iii. Library staff may review the site in question and make a determination regarding the request as soon as possible.
 - iv. Patrons who access or attempt to access obscene or pornographic material or excessively violent material will be given one warning to stop. Failure to follow these guidelines or other rules for Internet use may result in suspension of Internet privileges. Continued violation may result in suspension of library privileges.
6. Public Wireless Internet Access
 - a. The Vandergrift Public Library provides access to the Internet via a wireless network (Wi-Fi) for patrons to use with their own personal computing equipment and other mobile devices.
 - i. Wi-Fi access provided by the library is filtered for images and videos containing adult content that would generally be considered obscene, excessively violent or pornographic in nature. Wi-Fi access is unsecured. Anti-virus, security and privacy protection are the responsibility of the patron.

- ii. Patrons using Library provided Wi-Fi must comply with this Library Board Policy and with any additional rules published in conjunction with this policy.
- iii. Patrons are responsible for having the proper hardware, software and network settings on their wireless device to connect to the Library provided Wi-Fi.
- iv. The Library is not responsible for any theft, damage or misuse of patrons' computing devices or peripherals and other mobile devices while the devices are in use in the Library.

7. Compliance

- a. Failure to comply with this Library Board Policy, or misuse of the Library's networks or computers, including patrons' personal laptops and other mobile devices connected to Vandergrift Public Library's Wi-Fi, may result in the loss of computer access privileges, potential loss of library privileges and possible criminal prosecution.
- b. Any attempts to gain unauthorized access to restricted files or networks, to damage or modify Library owned computer equipment or software or to intentionally download or save items to Library owned computers will result in the loss of computer access privileges, potential loss of Library privileges and possible criminal prosecution.

Children's Internet Protection Act Compliance

1. The Children's Internet Protection Act (CIPA) is a federal law that requires all computers in a public library to be filtered if that library accepts and federal funds for Internet access. [Supreme Court decision: United States v. American Library Association, inc., No. 02-361 (June 23, 2003)] The Vandergrift Public Library complies with the requirements of CIPA.
2. All computers in the Library are filtered. Please be aware that filters can be unreliable, at times blocking sites of legitimate information of education value, or allowing access to sites that are illegal, obscene or sexually explicit within the Meaning of 18 Pa, Cons. Stat. Sec 5903.
3. The Library uses filtering software that blocks or filters Internet access to some Internet sites that may not be consistent with the policy of the Library.
4. Parents or legal guardians, and not the Library staff, are responsible for monitoring their children's use of the Internet for the information selected and/or accessed by their children. The Library strongly encourages parents or legal guardians to supervise their children's Internet use and to provide them with guidelines about acceptable use.
5. The Library computers cannot be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable federal, Pennsylvania, or local laws, including acting in violation of 18 Pa Cons. Stat. Sec. 5903, which prohibits certain acts of public indecency.
6. Any adult (17 years of age or older, as defined by CIPA) may request that the filter or technology protection measure be disabled without significant delay by a Library staff member authorized by the Library Director, consistent with the privacy policy of the Vandergrift Public Library.
7. An authorized Library staff member may override the filter or technology protection for a minor (age 16 years or younger, as defined by CIPA) in the event that the filter wrongly blocks or filters Internet access to a site with legitimate informational value.
8. The Library cannot be responsible for any patron's unauthorized use of a computer with a disabled filter.
9. Public access computers in the Teen Room are for ages 13-19 use only.

Vandergrift Public Library Policies and Procedures

Policy:	Administration
Subject:	Suspension of Patron's Computer Use Privileges
Effective Guideline:	January 1, 2011
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Policy: The Vandergrift Public Library Association (VPLA) recognizes that free library services are provided to the residents of Westmoreland County and other areas outside of Westmoreland County when membership fees are paid. The VPLA requires that all patrons keep their library card accounts paid in full when fines or fees are owed. If fees or fines are not paid in full, a patron's computer use privileges will be suspended. This means that their library card will be blocked thus making it impossible for the patron to use the public computers. After the balance is paid in full on the patron's library card account, the patron's computer use will be reactivated.

Procedure:

1. Prior to January 1, 2011, the upcoming change in policy will be displayed in key areas of the library to inform the patrons of the future change.
2. After January 1, 2011, all library card barcodes will be removed from the Powerline database.
3. Patrons are granted access to the public computers when obtaining a library card membership. Patrons log in with their barcode on the public computer using the Envision ware software.
4. Patrons are blocked from computer use if their fines exceed \$3.00 or more.
5. Obscene, pornographic and excessively violent material is not acceptable behavior in the library. Library staff provides one warning for misuse of computers until computer privileges are revoked.
6. If the patron pays their account in full, their computer use privileges will be reinstated.