

CITY OF GRAND PRAIRIE LIBRARY POLICIES

<p>Section 500: Computer Usage, Internet and Electronic Information Access Policies</p> <p>No. 501: Services Offered</p> <p>Effective Date: 07/05/2017</p>	<p style="text-align: center;">Approved By:  Library Director</p> <p style="text-align: center;">Supersedes: 12/01/2013</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- 501.1 **Purpose:** In keeping with its mission and with advances in information technology, the Grand Prairie Public Library System provides the community with access to the Internet to enhance the Library's existing collection in size and depth and to provide access to cultural, intellectual, and informational resources that will enrich, enlighten and entertain all segments of our community.
- 501.2 **Definitions: Patron** – any individual (youth or adult) using the Grand Prairie Library system.
- Public computer** – any system that is tied into the reservation system of the Grand Prairie Library System.
- Wireless Internet Access** – access to the internet provided by the Grand Prairie Library system that is used by a patron's personal device.
- Device** – any personal device used to access the wireless internet system by a patron.
- 501.3 **Services Offered:** The Library System offers computer access for patrons in the form of computer systems available for reservation on a first-come first-serve basis and wireless internet access for patrons who bring in their own devices as part of the Library's services to the community. The Library's electronic services are not intended to provide access to every software or hardware application. The Library's electronic services are regulated by a computerized reservation system (see policy 503). The Library also offers printing on a per page fee basis (see policy 504).
- 501.4 **Internet Use Agreement:** Patrons are required to electronically accept the Internet Use Agreement at the start of each computer session. For patrons under the age of 18, a parent or guardian must give consent for the child to use the public computers.
- 501.4 **Copyright:** Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into digital format. Any copyright statements or symbols

should be retained when saving, printing or referencing a digital document. Republishing the work of another person in any format without the specific permission and any required compensation to the holder of copyright is a violation of law and thus a violation of the Library Code of Conduct (see section 102, appendix A)



Library System Internet Use Agreement

Appendix 501A


The Grand Prairie Public Library System offers public computers and wireless internet access as a service to the community. Along with the privilege of using the Library's public computers comes the responsibility for considerate, ethical, and legal use. By virtue of being in a public place, some computer usage may be limited. Anyone under the age of 18 using library equipment must have their parent/guardian sign an Internet Policy Acknowledgement and Use form. Once a patron turns 18, they must obtain a new library card by reapplying and resigning the form. It is up to the parent/guardian of patrons under 18 to know what their charges are using and instruct them in the limits for their particular household. Library staff will not monitor minor patrons.

Expectations of Patrons:

- Those using the library equipment will have a library card and a signed Internet Policy Acknowledgement and Use Form on file
- Will have or know their library card **AND** know their PIN number in order to make a reservation
- Understand that public computers are available on a first-come, first-serve basis and are managed by a computer reservation system
- The Library computers may only be used for legal purposes and authorized purposes. Patrons found in violation will have their sessions terminated and possibly their access revoked
- Are required to report any loss or theft of their library card immediately
- Are expected to honor the privacy of others
- May not have more than two people at a time at a computer
- May not view pornography in any format
- May not damage, destroy or steal data, equipment, or software belonging to the Library or to others
- May only run software that is installed by the City of Grand Prairie; installing software onto library computers will be considered a violation of policy and can result in termination of session and revocation of internet access
- May not add, alter or delete files from workstations, hard drives, networks or other equipment, nor attempt to bypass network security functions, obtain passwords or alter computer configurations in any way.
- May access, edit, print or attach personal documents from an electronic storage device
- Expected to back up files onto a personal electronic storage device often to preserve files as information will not be saved on Library computers
- Staff can provide limited assistance, but may not perform data entry or provide any legal, financial, medial, tax, or appraisal advice
- Are expected to report any equipment issues immediately to Library Staff
- Must follow the Library Code of Conduct and follow directions from Library Staff
- Information may be printed from computers for a fee. Please check with Library Staff for specifics.
- Violations of Use: Library staff are authorized to coordinate usage of Library public computers, have the right to determine appropriateness of use, and at any time may require a patron to leave the workstation, the Library, and/or revoke computer privileges for violation of Library police and in accordance with law. This includes wireless internet users.

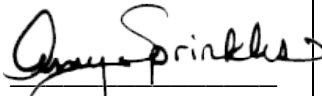
<p>I, the undersigned, have read and accept responsibility for my use of Library computers and agree to abide by the Library computer policies.</p> <p>Name: _____ Date: _____</p> <p>Signed: _____</p>	<p>I understand that I am responsible for instructing my child/minor on the use of the Internet/computers and monitoring what they access. I accept responsibly for their use, and agree that we will abide by these policies.</p> <p>Adult: _____ Date: _____</p> <p>Minor: _____</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CITY OF GRAND PRAIRIE LIBRARY POLICIES

<p>Section 500: Computer Usage, Internet and Electronic Information Access Policies</p> <p>No. 502: Children’s Internet Protection Act (CIPA)</p> <p>Effective Date:07/05/2017</p>	<p>Approved By:  Library Director</p> <p>Supersedes: 12/01/2013</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------

- 502.1 **Purpose:** The Children’s Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children’s access to obscene or harmful content over the Internet.
- 502.2 **Filters:** In compliance with requirements of the Children’s Internet Protection Act (CIPA), Grand Prairie Library System filters all Internet computers.
- 502.3 **Exceptions:** Adult patrons ages 18 years and older may request to disable the filter for unrestricted access for any lawful purpose as defined in the Internet Use Agreement.
- 502.4 **Parental Responsibility:** Parents and/or guardians of minors are responsible for supervising their children’s Internet sessions and for letting their children know if there are materials or websites their children should not use or view. Parents and/or guardians have agreed to these terms in giving consent for their child to use the public computers when applying for a library card and signing onto a computer session.

CITY OF GRAND PRAIRIE LIBRARY POLICIES

<p>Section 500: Computer Usage, Internet and Electronic Information Access Policies</p> <p>No. 503: Computer Reservation System</p> <p>Effective Date: 12/01/2013</p>	<p>Approved By:  Library Director</p> <p>Supersedes:</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------

503.1 **Purpose:** To achieve the Library's goal of providing access to electronic resources to all patrons in a fair and equitable manner, the Library employs a self-service computer reservation system at all locations.

503.2 **Computer Availability:** Each library location has a different number of computer workstations available for patrons to use. Availability of those computers is on a first-come, first-serve basis. To achieve a fair and equitable balance, each Library location reserves the right to:

- Require patrons to have a valid Grand Prairie Public Library card in good standing with the library
- Designate various time limits on computers
- Designate computers for the public catalog, youth, teens, electronic databases, or other specialized services
- Computers in the Grand Prairie Memorial Library Computer Lab are available for patron use when not reserved for classes
- Limit total daily computer usage per customer

503.3 **Time Limits:** All workstations set into the computer reservation system have a time limit for each session. When making a session, a patron will be able to choose the length of session they desire depending on what type of computer is available.

503.4 **Extensions:** Extensions on computer time may be made by patrons themselves on their workstation when no one is waiting for the computer on which they are working. Extensions may be made by staff on a case-by-case basis under extenuating circumstances depending on availability.

503.5 **Shut Down:** The computer workstations will automatically shut down 5 minutes before closing at each library location. Patrons will be required to save any and all work prior to time, as the Library will not be responsible for the loss of any information that may occur as a result of shutdown procedures.

CITY OF GRAND PRAIRIE LIBRARY POLICIES

<p>Section 500: Computer Usage, Internet and Electronic Information Access Policies</p> <p>No. 504: Printing and Supplies</p> <p>Effective Date: 07/05/2017</p>	<p>Approved By:  Library Director</p> <p>Supersedes: 12/01/2013</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------

- 504.1 **Purpose:** In order to better serve our community, in addition to providing computer stations and wireless access, the Library also provides printing on a per fee basis.
- 504.2 **Workstation Printing:** Each location in the Library system has black and white printing available from workstation computers on a per page fee basis. Certain locations may have additional printing options, such as color printing, scanning, and faxing available. There may be extra costs for these additional services. Patrons are responsible for any items that they print and payment is required before print jobs will be released. Patrons are advised to seek assistance from library staff before printing in order to prevent any printing errors.
- 504.3 **Supplies:** In order to keep our machines in top working order, the Library system must make sure that the proper materials are used in the printers, copiers and fax machines. As such, only materials supplied by the City and the Library are allowed to be used in the printers.

**CITY OF GRAND PRAIRIE
LIBRARY POLICIES**

Section 500: Computer Usage, Internet and Electronic Information Access Policies No. 505: Confidentiality of Use Effective Date: 12/01/2013	Approved By:  Library Director Supersedes:
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------

- 505.1 **Purpose:** The Texas Public information Act (Section 552.001 *et sec*) generally requires that all information held by a municipality such as the City of Grand Prairie is public information. Section 552.124 of that Act excepts from disclosure records that identify a person who requested, obtained or used a library material or service unless the disclosure is (1) reasonably necessary for the operation of the library (2) to the person to whom the record relates or (3) to a law enforcement agency or prosecutor pursuant to a court order or subpoena.

- 505.2 **Saving Files and Information:** Data on Library computers are routinely cleared nightly; however this in no way implies that the information could not be recovered by extraordinary means. Patrons are expressly reminded to not save materials on library computers under the terms and conditions of the computer use policy.

- 505.3 **Right to Privacy:** Activities on public computers or the Library public wireless network cannot be guaranteed privacy, as their use is in a public place. Patrons should exercise caution on any computer when transmitting personal or sensitive information. Transactions labeled “secure” are only as secure as their encryption methods and the computers involved and there is no assurance of security with a library computer.

**CITY OF GRAND PRAIRIE
LIBRARY POLICIES**

Section 500: Computer Usage, Internet and Electronic Information Access Policies	Approved By  Library Director
No. 506: Liability	
Effective Date: 12/01/2013	Supersedes:

- 506.1 **Purpose:** Although the Library provides access to electronic information, this does not imply sponsorship or endorsement. It is the responsibility of the customer to determine the accuracy, appropriateness, and usefulness of information accessed through electronic resources.
- 506.2 **Internet:** The Library is not responsible for the content of electronic resources to which its customers link, or for the content of sources accessed through secondary links. Furthermore, The Grand Prairie Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its Internet server (home pages), Internet connections (wireless or wired) or from its connections to other Internet services. The Library does not guarantee that individual users are protected from accessing information they personally may deem undesirable or disturbing.
- 506.3 **Loss or Liability:** Neither the City of Grand Prairie nor the Department of Libraries can be held responsible for losses or liabilities, direct or indirect, incurred through use of electronic resources provided by the Library. The Library is not liable for work lost due to a technology failure.
- 506.4 **Theft:** The Library is not responsible for the theft of personal computers or other devices, personal property loss or damage.