

Highland City Library
Internet and Online Access Policy

Providing public access to the Internet enables the Highland City Library to greatly expand access to information and to fulfill our mission of facilitating access to information.

It is the intent of this policy to meet the requirements of Sections 9-7-213, 9-7-215, and 9-7-216 *Utah Code Annotated*, Administrative Rule R223-2, and the federal Children's Internet Protection Act for the purpose of preserving the library's eligibility for any state and federal funding for which it qualifies.

Administrative procedures and guidelines for staff to follow in enforcing this policy have been established and are available for public review at the library circulation desk or on the library website (<http://highlandcitylibrary.org>). Procedures to be used to handle complaints about this policy or its enforcement are available at the library circulation desk.

The Highland City Library prohibits access to the Internet or online sites that are harmful to minors, specifically those sites that contain obscene material, visual depictions of child pornography, essentially prurient content, or are used for illegal purposes. The library may also prohibit access to Internet sites which affect others' use of the library resources, such as sites which may require large amounts of bandwidth. To enforce this policy, the library will utilize technology protection measures on all computers with Internet access in the library.

Administrative procedures and guidelines for library staff to follow in enforcing this policy have also been adopted and are available for review in the library. Procedures for use by patrons and staff to handle complaints about this policy, its enforcement, or about observed patron behavior have been adopted and are available for review at the library.

Violations of this policy may result in the library taking disciplinary actions, including termination of Internet or library privileges or any other legal remedy. Library staff is also subject to computer, Internet, network, and e-mail use policies as outlined in the City's Personnel Policy and Procedures Manual.

The library may institute time limits on computer usage based on demand. Only equipment and software owned and installed by the Highland City Library may be used on library computers. Adding, deleting or modifying the installed hardware or software is expressly prohibited.

Outside disks, portable hard drives, and flash drives will be allowed to be connected to library computers. The library is not liable for any damage made to the patron's equipment and patrons shall be responsible for damage to library computers if connected inappropriately.

Patrons may connect to the library wireless network but do so at their own risk. Library staff are unable to provide technical support in setting up or maintaining access to the wireless network.

Patrons may print from library computers and shall pay for all copies at the posted rate. Patrons using the wireless network do not have the ability to print to the library printer.

The library also reminds patrons that use of the Internet requires good judgment and discretion in their use of this valuable resource. It is important to note:

- Not all Internet sites provide accurate, complete or current information. It is the responsibility of each user to personally evaluate information they find on the Internet.
- Some users may be offended by content they find on the Internet.
- Restriction of a child's access to the internet is the responsibility of the parent/legal guardian. The library encourages parents to learn and explore the Internet with their children and to supervise their use.
- Library staff is available to assist users in locating the information they need and to carry out administrative procedures in order to ensure compliance to this policy.

Developed under the direction of the Library Board of the Highland City Library, this Internet and Online Access Policy was discussed and adopted during an open meeting of the Library Board on August 13, 2008. This policy will be reviewed by the Highland City 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 R223-2. This policy is effective upon adoption by the Library Board, March 23, 2016.

Highland City Library

Internet and Online Access Policy Administrative Procedures

As a result of the Internet and Online Access Policy adopted by the Library Board, these procedures and guidelines are for staff to follow to enforce policy.

These procedures and guidelines are available for public review and will be available at the circulation desk and on the library website.

Library staff reserves the right to monitor usage of all computers in the library to ensure compliance with the Internet and Online Access Policy. If a patron observes inappropriate Internet usage by another patron, they should report it directly to library staff to take immediate and effective action.

The policy prohibits access of sites that are harmful to minors, in the following categories:

Sites that contain obscene material

Obscenity is defined in the US Code Title 20, section 9101 (7) as:

The average person, applying contemporary community standards, would find it, when taken as a whole, appealing to the prurient interest (arousing or appealing to sexual desire)

Describes sexual conduct in a patently offensive way, and

When taken as a whole, lacks serious literary, artistic, political, or scientific value

Visual depictions of child pornography

- Sites that depict sexual activity by juveniles (under the age of 18)

Essentially prurient

- Sites that primarily seek to arouse or appeal to sexual desire

The Library also prohibits access to sites for illegal purposes. This includes, but is not limited to, activities that are prohibited by law (i.e., gambling, terrorism, etc.).

The library may also prohibit access to Internet sites which affect others' use of the library resources, such as sites which may require large amounts of bandwidth. These will be determined by the Library Director on an individual basis, upon consultation of the city network administrator.

Consequences of violations of this policy include:

- A verbal warning
- Ask the patron to cease using that particular site, as it is in violation of library policies
- Termination of the computer session
- Inform the patron their computer session for the day is now over.
- Suspension of computer access and/or library access
- Inform the patron they may not use the computer and/or library until reviewed by the Library Director
- Police intervention, including possible arrest and prosecution for trespass and other violations

Library staff may escalate the consequence depending on the severity of the situation. Patrons who refuse to comply with these procedures should be asked to leave the library. Those that refuse may be referred to the police for trespassing.

In enforcing policies, library staff is NOT enforcing the law. Rather, staff are enforcing library policies related to the use of electronic resources and the management of the library as a safe public space, and drawing on state statutes on which the policy was established, rather than arbitrary criteria.

Any incident in which a patron is noted violating policy should be documented and filed with the Library Director.

Patrons who have complaints about this policy, the enforcement of it, or about observed patron behavior should be immediately referred to the Library Director.

Director, State Library Division
250 North, 1950 West, Suite A
Salt Lake City, UT 84116-7901

May 10, 2016

On March 23, 2016, the Highland City Library Board of Trustees, in an open meeting, adopted the attached Internet and Online Access Policy. This policy will be posted in a conspicuous place within the library, on the library's web site (<http://highlandcitylibrary.org>), and copies of both the policy and administrative procedures will be available for public review at the circulation desk.

This policy is intended to comply with Rule 223-2 and Sections 9-7-213 and 9-7-215 UCA, providing eligibility for the library to receive public funds, to meet state certification standards, and prohibiting access to child pornography, materials harmful to minors, or obscene materials.

Janae Wahnschaffe, Library Director

Blythe Shupe, Library Board Chair