

Logan Library Policy Manual

These are Logan Library Policies that have been approved by the Logan Library Board of Trustees.

2.00 Library Policies

2.11 Computer Use Policy

Logan Library

Approved: 11 May 2004

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2.11.01 Policy Statement

The Logan Library is a dynamic civic resource that promotes free and open access to information, materials and services to all members of the community to advance knowledge, foster creativity, encourage the exchange of ideas, strengthen community, and enhance the quality of life. The Logan Library considers electronic technology to be a powerful tool and an effective means to extend open access to information and ideas.

As a community institution of learning and knowledge, the Logan Library is dedicated to the concept of intellectual freedom and the rights of freedom of speech and expression under the United States Constitution. The Internet and other electronic resources offer access to a wide variety of material, information, beliefs, and opinions, and the Library recognizes no guarantee of the appropriateness of all resources available through library computers. The Logan Library strongly encourages parents to supervise their children's use of the Internet.

2.11.02 Access to Internet Features

Every attempt will be made to offer as wide a range of Internet features as is legal, practical, and appropriate in a public library setting and which is affordable and compatible with the Logan Library's computer network. The Digital Media Lab is designed to provide users with software options that are not available on other

library computers and to offer users assistance in using those software options. To maximize these features and services, games are not allowed in the Digital Media Lab.

2.11.03 Equitable Use of Resources

To provide open, equitable access on a finite number of City Library computers, users are limited to two sessions per day. Computer sessions can be made using a regular library card or a guest pass. The use of multiple cards to access the Internet by a single user is prohibited and may result in the loss of Internet access privileges.

2.11.04 Access for Minors

As with all library resources and collections, the Logan Library affirms that parents and legal guardians are ultimately responsible for monitoring their minor child's access to the Library's computers and the resources available on the Internet. The Logan Library strongly encourages parents to supervise their children's use of the Internet and other electronic resources. In accordance with the federal [Children's Internet Protection Act \(CIPA\)](#) and [Utah Code Section 9-7-215](#), the Library employs the use of Internet filters designed to block sites containing visual depictions that are harmful to minors, or obscene as defined by state and federal statutes on all publicly accessible computers with Internet access. To the extent practical, the Logan Library shall take steps to promote the safety and security of users of the Library's computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications, and to restrict the access of minors to materials harmful to minors. Specifically, as required by CIPA, prevention of inappropriate network usage includes:

- (a) access by minors to inappropriate matter on the Internet;
- (b) unauthorized access, including so-called "hacking," and other unlawful activities; and
- (c) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

2.11.05 [Children's Online Privacy Protection Act](#)

In support of the Children's Online Privacy Protection Act, library employees will not assist patrons under the age of 13, unless accompanied by a parent or guardian, to set up an account that involves two-way communication. Examples include, but are not limited to, chat rooms and electronic mail.

2.11.06 Disabling of Internet Filters

Although every effort is made to ensure that the only material blocked by the Internet filters employed by the Logan Library is that which violates this policy, the continuous and rapid evolution of the Internet makes the use of Internet filters an imperfect solution to a difficult problem. At the request of a library patron, sites blocked by the Internet filter will be reviewed to determine whether they are in accordance with this policy and [Utah Code Section 9-7-215](#) and [Administrative Code Rule R458-2](#). Patrons requesting a website reconsideration will be asked to fill out this form.

2.11.07 Education, Supervision, and Monitoring

It shall be the responsibility of the Logan Library to educate, supervise, and monitor appropriate usage of its computers and network in accordance with this policy, CIPA, and other applicable laws. Procedures for modifying any technology protection measures shall be the responsibility of the Library Director.

2.11.08 Access to Public Computer Printing

Printing in black/white and color is available from any library computer and through the public copy machine. Charges are posted in the computer areas.

2.11.09 Responsibility for Damages

The Logan Library assumes no responsibility for any damages, direct or indirect, arising from use of its computers or network or from its connections to other Internet or electronic resources.

2.11.10 Privacy

The library takes a variety of measures to protect patron privacy when using library computers. Software will remove personal information at the end of each session. However, patrons should exercise due diligence to make sure their personal information is kept safe and secure.

The library's computers are in public areas so others may be involuntarily exposed to what is being viewed. The library asks that patrons remain sensitive to the fact that they are working in a public environment shared by people of all ages.

2.11.11 Warning of Copyright Restrictions

A patron's ability to copy, post or link to copyrighted material is governed by United States copyright law. The library will make all reasonable effort to enforce it in appropriate circumstances.

2.11.12 Development, Review, and Availability

This policy was developed under the direction of the Logan Library Board, following public notice, in a public open meeting at which the proposed policy was addressed. The Library Board shall review this policy at least every three years. Notice of the availability of this policy shall be posted in a conspicuous place within the Logan Library for all patrons to read. This policy is intended to meet the provisions of [Section 9-7-215, UCA and Administrative Code Rule R458-2](#).

[\(American Library Association's Interpretation of the Library Bill of Rights on Access to Digital Information, Services and Networks\)](#)