

# Internet Access Policy

REDWOOD CITY PUBLIC LIBRARY | [redwoodcity.org/library](http://redwoodcity.org/library) | 650.780.7020



## Redwood City Public Library Internet Access Policy

Redwood City Public Library provides public access to the Internet in support of its mission to cultivate community by welcoming all people to experience the shared joys of literacy and learning.

Consistent with the Library's mission, the Library affirms the principles and rights delineated in the American Library Association's Access to Electronic Information, Services and Networks, an interpretation of the Library Bill of Rights, of which the following are of particular importance:

- Users' access should not be restricted or denied for expressing or receiving constitutionally protected speech.
- Information retrieved or utilized electronically is constitutionally protected unless determined otherwise by a court with appropriate jurisdiction. These rights extend to minors as well as adults.
- Users have both the right of confidentiality and the right of privacy.
- Electronic information, services, and networks provided directly or indirectly by the library should be equally, readily and equitably accessible to all library users.
- Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children.
- Libraries and librarians should not deny or limit access to electronic information because of its allegedly controversial content or because of the librarian's personal beliefs or fear of confrontation.
- Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement.

The Library provides computers with network connections, as well as an unsecured wireless network for Internet access with either library-owned or personal devices. To utilize library computers or check out devices, users must have a Peninsula Library System library card. Short-term guest passes are available to visitors without library cards. Library staff members and volunteers assist users with equipment, navigating the Internet, or locating information.

Access management software governs time limits, printing, and queuing functions. The Library does not restrict, filter, monitor, record, or edit Internet content, nor does it keep a permanent record of the Internet sites visited or searches performed by individuals.

## User Responsibilities

By accessing the Internet using Library network connections, or by accessing the Internet inside library facilities using other public or private wireless networks, users agree to all terms and conditions expressed in this policy.

Users are cautioned that ideas, points of view, and images can be found on the Internet that are controversial, misleading, or inflammatory. Information on the Internet may also be inaccurate, incomplete, outdated, or illegal. All users are expected to use the Internet in a responsible and courteous manner and to abide by the time limits established for the use of Internet resources in the Library.

Customers may not:

- Unplug, remove, or otherwise modify library equipment
  - Change the configuration of any device or application
  - Use library cards belonging to others to log on to, reserve, or check out library-provided computers and equipment
  - Invade the privacy of others by attempting to view or read materials on their screens
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- Display materials with the intention to have them be seen by others
- Access or transmit any illegal content, or engage in any illegal activity over the Internet
- Engage in activities that threaten or harass others
- Transmit spam, launch network attacks, or propagate destructive processes such as computer viruses or worms

Unauthorized use of library computers, compromising the rights of other library customers or workers in their use, or any violation of this policy can result in the termination of a computer session, suspension of Internet access privileges, and/or suspension of Library privileges as prescribed in the Library Behavior Policy. Users are responsible for any damage to equipment or networks as a result of prohibited activities.

Laws governing the use of the Library's public Internet computers and networks include, but are not limited to:

- Copyright United States Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of "fair use." This includes electronic information sources and software. Users are responsible for any consequences of copyright infringement.
- Confidentiality -The Library maintains the confidentiality of customer usage of the Internet. However, the Library may disclose records pursuant to an appropriate court order or as otherwise provided in the Public Records Act (California Government Code, Title 1, Div. 7, Chapter 3.5, Section 6267) and other State or Federal statutes.
- Child Pornography - California Penal Code Section 311.3 prohibits the sexual exploitation of a child. "A person is guilty of sexual exploitation of a child if he or she knowingly...duplicates, prints, or exchanges any representation of information, data or image... that depicts a person under the age of 18 years engaged in an act of sexual conduct."
- Harmful to Minors - California Penal Code 313 et. seq. defines a violation as "every person who, with knowledge that a person is a minor, knowingly exhibits or offers to distribute or exhibit by any means, matter which is harmful to minors." Computers are located in public areas where minors may be present.
- Tampering with Equipment and Software - It is illegal for users to physically or electronically modify library computer equipment, or to tamper with hardware, software, or computer networks (California Penal Code, Section 502 et. seq.)

## Disclaimer

Users should be aware that public computers and wireless networks present security risks and vulnerability to unauthorized access, and that third parties may be able to obtain information regarding users' activities. Users should assume that their information may not be private.

The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet or for the loss of personal electronic documents, files, or file storage devices while using the Library's computers and Internet access networks. The Library is not liable for the loss or compromise of any information, including confidential or sensitive data, or for any damages resulting from that loss or compromise.

It is solely the responsibility of wireless device users to provide antivirus protection, and to configure personal equipment with appropriate security settings.

## Guidelines for Parents

The Redwood City Public Library affirms both the right and the responsibility of parents and legal guardians to limit or control access by their children to materials in the Library, including materials on the Internet, in accordance with individual family beliefs. The Library does not act in loco parentis (in the place or role of a parent or guardian) in the supervision or restriction of children's use of the Internet.

Computers in the children's area may only be used by children, who may be assisted by their parents or caregivers. Computers in the teen area may only be used by teens.

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The following recommendations are intended to assist parents and guardians in guiding children in their use of the Internet:

- Visit the Library with your child.
- Spend time online visiting sites with your child.
- Discuss topics that may be off limits when they are on the Internet.
- Explain the importance of never giving identifying information such as home address, telephone numbers, passwords or school names over the Internet.
- Caution never to arrange to meet in person with people they have become acquainted with using electronic mail, chat rooms, or other forms of online communications.
- Ask library staff members for help in finding information on the Internet and for recommended websites for children