

# **Poplar Bluff Municipal Library Internet & Network Acceptable Use Policy**

## **Acceptable Use Policy**

To fulfill its mission of providing public access to information of all types in a wide range of formats, the Poplar Bluff Municipal Library District provides access to Internet resources. The Internet offers access to many valuable local, national, and international sources of information. However, some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. Library Internet users should evaluate the validity and appropriateness of information found.

## **Filtering & Security**

The acceptable use policy is also affected by the passage of the Neighborhood Children's Internet Protection Act (NCIPA). This act requires that libraries receiving E-rate discounts create policies and procedures to provide a safe environment for children. An "Internet Safety Policy" has been approved by the Board of Trustees, which meets the guidelines set forth under this act. In addition to this safety policy, additional monitoring of the public computers is required from MOREnet. MOREnet, the statewide Internet service provider (ISP) for public libraries, requires a log of users for security purposes.

Software has been installed on all public access computers to provide filtering, security, and tracking. Filtering is turned on by default and can be removed by staff upon request. Security software has been installed on all library computers to protect equipment and resources from being damaged, changed or altered in any way.

## **Time Limits**

Public computers are made available to library patrons for three hours each day. Time extensions are granted on a case by case basis.

## **Wi-Fi**

Wireless Internet access (Wi-Fi) is available free of charge during normal library operating hours.

## **Rules Governing Use & Internet Safety Policy**

Adults and children must read and accept the acceptable use policy statement before using these resources at each login, and are governed by the library's code of conduct.

The Library Director may withdraw for a temporary or permanent time, use of electronic resources when abuse is documented. This withdrawal is usually limited to use of electronic resources, but if the abuse is continuous or results in damage to library equipment or resources, the patron library card may be withdrawn. A patron has the right to appeal any decision made by the Director to the Library Board of Trustees at the regular monthly Board meeting.

Examples of misuse include the following:

- Accessing pornographic sites or chat rooms.
- Sending emails considered threatening or obscene.
- Sending any message or package to another computer or site that is unsolicited or is damaging.
- Changing, altering, deleting, or any process that impacts the software or equipment of the library or on the Internet. (This includes placing icons on the library desktop or shortcuts on the desktop, which were not created by library staff.)
- Changing passwords, attempting to change passwords, or any other act which bypasses the library security, tracking, or login scripts installed on computers.

- Sharing a library card or library card number with anyone.  
(Patrons are responsible for any activity assigned to their library card.)

The Library, its Board of Trustees, administration, staff, and volunteers cannot monitor or control a child's use and consumption of library content, in any and all forms. Parents or responsible adults are responsible for the actions of their children. A parent or responsible adult will also be informed in writing when a child's actions have resulted in a temporary withdrawal of privileges. A second infraction can result in the parent also losing internet privileges.

Depending upon the offense and the particular circumstances of the case, violators of the foregoing acceptable use policy may be barred from use of the Poplar Bluff Municipal Library District and its services, either temporarily or permanently.

***Non-Discrimination Statement***

*Poplar Bluff Municipal Library District is an equal employment opportunity employer. It also complies with all federal, state and local laws protecting job applicants, employees, volunteers, presenters, and library users by prohibiting discrimination based on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information.*

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