ACCEPTABLE USE OF ELECTRONIC INFORMATION SYSTEMS

I. INTRODUCTION

In line with its mission, the Apache Junction Public Library endeavors to develop collections, resources and services that help meet the informational, recreational and educational needs of the community it serves. It is within this context that the Library offers access to electronic information resources including computer equipment, programs, databases and the Internet.

By using the Library's computers the patron is agreeing to all the conditions set forth in this policy. The Apache Junction Public Library reserves the right to alter the provisions of this policy and to change the conditions of use of its electronic information resources, in accordance with its mission. The Library reserves the right to terminate or change, without notice, the nature of access to specific electronic resources, in accordance with its mission.

II. LIMITATION OF LIABILITY

The Apache Junction Public Library is not responsible for damage to any personal storage media, computer or equipment, or any loss of data or damage that might occur from a library user's utilization of the Library's electronic information resources and/or equipment.

The Apache Junction Public Library disclaims any warranty of the accuracy, authoritativeness, timeliness, or usefulness of the information obtained from its electronic information systems. The Apache Junction Public Library shall have no liability for any direct, indirect, or consequential damages related to the use of the information contained in, or obtained through, its electronic information systems.

As is the case with printed materials, materials accessed through electronic information systems may not be accurate, complete, or current. The library encourages users to evaluate electronic materials just as they do printed materials.

A. INTERNET ACCESS

In response to advances in technology and the changing needs of the community, Apache Junction Public Library offers access to the Internet. The Internet has a vast array of information not contained in the Library's own collections. While

the Internet offers information that is valuable and enlightening, the user may also locate information that is controversial, offensive, disturbing, or illegal. The Internet contains sexually explicit material and other information resources that one may personally find inappropriate. It also contains material that would be illegal to display in a public place pursuant to federal and state law. Not all sources on the Internet provide accurate, complete or current information. The library patron needs to be a good information consumer, questioning the validity of the information found.

The Apache Junction Public Library does not monitor and has no control over information available through the Internet and cannot be held responsible for its content, presentation, or use. The Internet is a global network with a highly diverse user population. Library patrons use it at their own risk.

Patrons who choose to use the Library's computer equipment are required to accept the terms of this Acceptable Use Policy. By electing to use the Library's computers for Internet access, the user acknowledges and understands the rules as well as the consequences for failure to follow such rules.

It is recommended that parents supervise their child's Internet sessions. As is the case anywhere in the Library, parents or guardians, not the Library staff, are responsible for their children and the materials they access. All individuals who wish to use the Internet at the Library must agree to the conditions of use prior to making use of the computers. The Library will post this disclaimer in a prominent location in the library.

B. LINKS TO INTERNET SITES

The Apache Junction Public Library, through its Internet home page and internal computer network, provides links to interesting and useful Internet destinations and resources for library users to explore. Due to the unregulated nature of the Internet, the Library cannot monitor the sites to which it links, nor any subsequent links, and cannot accept responsibility for the content or availability of those sites. It is not always possible to get to the places on the Internet the patron may want to go. There are many reasons, among them: too many Internet visitors, the host computer has closed or limited access from the outside world, the database or resource is licensed to a particular institution and therefore has restricted access, the host computer has changed its address or has closed down, or the library's Internet connection is temporarily inoperable due to technical difficulties.

C. USE OF COPYRIGHTED MATERIALS

The Apache Junction Public Library provides access to copyrighted materials, including copyrighted electronic materials. Responsibility for the consequences

of copyright infringement shall lie with the library user. The Library expressly disclaims liability or responsibility resulting from copyright infringement by users.

D. COMPUTER "VIRUSES," "WORMS," AND "TROJAN HORSES"

Data, files or software downloaded from any source, including external computers, networks, and the Internet, may contain computer "viruses," "worms,", or trojan horses," that could be potentially harmful to the computer systems of Library users. In fact, any time one uses a disk in a computer other than his/her own, one risks getting a computer virus. Responsibility for identifying and eliminating viruses, worms, and trojan horses in data or files downloaded from the library's electronic information systems shall lie with the user. The Apache Junction Public Library expressly disclaims liability or responsibility for damages resulting from viruses, worms, or trojan horses contained in transmissions, data, files, or programs obtained from or through the library's electronic information systems. Patron use of any library equipment or media is at the user's own risk.
.

The Library recommends that users maintain checking and scanning software on their own computers to identify and eliminate viruses in any data, files, or programs they obtain from external computers and networks.

III. RESPONSIBILITIES

A. ETHICAL USE

Library users who access the Apache Junction Public Library's electronic information resources shall employ them in an ethical manner. Examples of unethical use include, but are not limited to the following:

- Violation of computer system security.
- Unauthorized use of computer accounts, access codes/passwords or network identification numbers assigned to others.
- Removing, reconfiguring, damaging or destroying computer hardware, software, and/or peripheral equipment and accessories.
- Using the Library's electronic information resources in a manner that would unnecessarily impede the information gathering activities of others; such as monopolizing one or more computer workstations.
- Using the Library's electronic information resources in ways that create a hostile environment for others.
- Violation of the privacy of other library users.

B. LEGAL USE

The Apache Junction Public Library's electronic information resources may only be used for legal purposes. (A.R.S. §13-3501, §13-3506, §13-3507, and §13-3508 *et seq.*)

Examples of illegal usage include, but are not limited to, the following:

- Harassment or stalking of other persons.
- Libeling or slandering of other persons.
- Violation of applicable local, state or federal law regarding the damaging, destroying, or altering without authorization any computer or electronic equipment, software, or data belonging to the Library, other persons, or other organizations.
- Violation of software license agreements.
- Infringement of copyrighted information.
- Disruption or unauthorized monitoring of electronic communications.
- Accessing of material that is illegal to display in a public place pursuant to federal and state law.

C. CONDITIONS OF USE

To ensure that the use of the Apache Junction Public Library's electronic information resources is consistent with the legal and ethical standards set forth in this policy, the following conditions of use shall apply:

- Library users shall not attempt to load, install, set-up, run, or execute any program or software not on the Library's computer workstations.
- The Library's equipment cannot be changed, disconnected, or rearranged by the public, nor can patrons attach additional equipment to the library's equipment.
- Printing is available. Refer to the fee schedule.
- Children too young to use equipment properly must be accompanied by a responsible adult.
- Library users shall not, in accordance with local, state or federal law, employ the Library's electronic information systems to access or display explicit sexual material.
- The library uses filters to help protect against access to visual depictions outlawed by the Children's Internet Protection Act, PL 106-554.
- Additional conditions of use can be found in the Library Procedures Manual as approved by the Library Board of Trustees.

IV. SANCTIONS

Library users who violate the Apache Junction Public Library's *Acceptable Use of Electronic Information Systems* policy, or who refuse to comply with the Conditions of Use will be removed from the Library and may have their library privileges revoked. Violations of the policies described above regarding the legal and ethical use of the Library's electronic information resources will be dealt with in a serious and appropriate manner. Illegal acts involving the Library's electronic information resources may also be subject to prosecution by local, state, or federal authorities.

Use of the Library's public access Internet stations to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material is prohibited. Violators of this policy will be removed from the Library and will have their library privileges revoked.

STAFF ASSISTANCE

Subject to availability of Library staff, assistance in accessing the Internet and information on search techniques and other general information is available upon request. However, Internet users should seek the assistance of computer professionals for technical assistance and the meaning of computer jargon, state-of-the-art hardware, and other in-depth instruction on software use.

ACKNOWLEGEMENTS

The Apache Junction Public Library gratefully acknowledges the guidance given by the "Acceptable Use" policies of the Tempe and Glendale Public Libraries that were used as models for this policy.

The Apache Junction Public Library shall make available both electronic and paper copies of this policy.