

<b>POLICY NAME:</b>	Electronic Networks / Internet Policy
<b>NUMBER:</b>	
<b>ADOPTED BY:</b>	LaSalle Public Library Board of Trustees
<b>DATE:</b>	April 28, 1999
<b>REVISED:</b>	

## **POLICY:**

### **INTRODUCTION**

Libraries make it possible for citizens to have access to the information they need to make informed decisions. As a member of the Illinois Library and Information Network (ILLINET), the LaSalle Public Library is committed to networking which represents good public policy by maximizing the use of the resources of all types of libraries. Every library user benefits from expanded access to information beyond the four walls of a single library building.

The LaSalle Public Library and all ILLINET libraries use electronic information networks such as the Internet for a variety of purposes:

- access to shared automations systems that provide bibliographic access to the collections of the local library and libraries in the region and across the state
- access to the wealth of information resources available via the Internet
- access to general and specialized shared licensed databases available to ILLINET members libraries through regional and statewide cooperative programs

### **“GLOBAL” VS. “LOCAL” RESOURCES**

Most resources available via the Internet and other electronic information networks are “global” resources rather than “local” resources. The LaSalle Public Library does not and can not control the information content available through global resources such as information obtained from outside sources via the Internet; thus the Library cannot be held responsible for its content. Internet resources enhance and supplement resources that are available locally within a library. Library users must be aware that the LaSalle Public Library does not exercise control over information obtained via the Internet and must keep in mind the following points when evaluating information obtained via the Internet:

- Information obtained via the Internet may or may not be reliable, accurate, current and up to date, and may or may not be obtained from a reliable source. Some information may contain controversial and even offensive material.
- Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable and this unavailability often occurs unpredictably.
- Certain information obtained via the Internet may be considered controversial by some library patrons.

The LaSalle Public Library urges library patrons to be informed consumers and carefully evaluate information obtained via the Internet. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of Internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet. The LaSalle Public Library is not responsible for damages, indirect or direct, arising from a library patron’s use of Internet information resources.

### **LIBRARY PATRON RIGHTS**

Library patrons have certain rights with respect to use of electronic information networks such as the Internet. The LaSalle Public Library will work with other libraries in the ILLINET system to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.

- Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings.
- Library patrons have the right to equitable access to electronic information networks.
- Library patrons have the right to access and read all library service policies and discuss questions with appropriate library staff.

**PATRON ASSISTANCE AND INSTRUCTION**

The LaSalle Public Library may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. Formal instruction in particular aspects of electronic information network use may be available.

**USE OF EQUIPMENT AND NETWORKS**

The LaSalle Public Library requires that library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable use. The following activities are unacceptable and may result in loss of library privileges:

- use of electronic information networks for any purpose which results in the harassment of other users or the promotion of violence and/or hatred
- destruction of, damage to or unauthorized alteration of the library's computer equipment, software, or network security procedures
- use of electronic information networks in any way which violates a federal, state, or local law
- use of electronic information networks in any way which violates licensing and payment agreements between the LaSalle Public Library and network/database providers
- unauthorized duplication of copy protected software or violation of software license agreements
- violation of system security
- sending, receiving, or displaying text or graphics that may be reasonably construed as obscene and offensive

**CHILDREN'S ACCESS TO ELECTRONIC INFORMATION NETWORKS AND THE INTERNET**

The LaSalle Public Library supports the right of all library users to access information and will not deny access to electronic information networks based solely on age.

The LaSalle Public Library recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Library staff are unable to monitor children's use. Additionally, the LaSalle Public Library cannot act as a censor or substitute parent. Parents are expected to monitor and supervise their children's use of the Internet. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety. It is the parents'/guardians' responsibility to ensure that their children's use of the Internet is appropriate and safe. Copies of the pamphlet, "Child Safety on the Information Highway" from the National Center for Missing and Exploited Children are available.

Children under the age of 18 must file with the LaSalle Public Library a completed copy of the *Permission for Use of Electronic Networks / Internet* form. The form must have the signature of a parent or guardian. The signature on this form is legally binding and indicates that the party who signed has read the terms and condition of this policy and understands their significance. In addition children under the age of 12 who wish to use the library's computers must be accompanied by a responsible adult.

**OTHER**

- Patrons may download to preformatted disks; however, they must provide their own disks. The Library is not responsible for any loss or damage to personal disks when downloading or damage due to system malfunction.
- The Library assumes no liability for loss or damage to patron's data or for any damage or injury arising from invasion of the patron's privacy.
- It is the patron's responsibility to assume payment of fees for any fee-based services.

**RELATIONSHIP TO OTHER LIBRARY POLICIES**

This policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies. Copies of all library policies are available upon request from a Library staff member.

**COMPLIANCE WITH POLICY**

Failure to adhere to these guidelines may result in the elimination of library privileges as outlined in the policy entitled *Patron Conduct*, (Breach of Policy section).

These rules may be supplemented, altered, added to or changed by the LaSalle Public Library Board of Trustees at its discretion.