

Nazareth Memorial Library Policy Guide

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Acceptable Public Use of the Library's Computer Network and the Internet

Purpose of Internet Service

To fulfill its mission of providing public access to information of all types in a wide range of formats The Memorial Library of Nazareth and Vicinity provides access to the Internet.

The Internet is a worldwide electronic information resource. The Library provides Internet service to expand the information resources available to our patrons. We view the Internet as a supplement to our existing collection of library materials. However, some of the information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. Internet users must accept responsibility for determining

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the validity and appropriateness of the content of information found for themselves and their own children.

Choosing and Evaluating Sources

The Internet is an uncontrolled network of computers. Library patrons use it at their own risk. The Library does not limit access to materials or attempt to protect users from materials some individuals may find offensive. In choosing sources to link to its home page (www.nazarethlibrary.org) the Library follows its materials selection guidelines. Beyond this, the Library does not monitor or control information accessible through the Internet and is not responsible for its content, for changes in the content of sources to which the Library home pages link, or for the content of sources accessed through secondary links.

Access by Minors

[Hereafter "minor" is defined as anyone under 18 years of age]

Parents/guardians, NOT the Library staff, must assume full responsibility for deciding which library resources are appropriate for their own children. The library unlike a school does not serve in loco parentis (in place of a parent). Parents/guardians should guide their children in use of the Internet and inform them about materials they should not use. While the Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to Library materials and resources, including those available through the Internet, the Library has taken certain measures designed to assist in the safe and effective use of these resources by all minors.

To address the issue of access by minors to inappropriate material on the Internet, including material that is harmful to minors, the Library:

- Maintains links on it's webpage to websites for children and teens;
- Provides information on safe and effective Internet use;
- Encourages staff to guide minors away from materials that may be inappropriate; and
- Distributes a publication entitled "Child Safety on the Information Highway," and "Teen Safety on the Information Highway" reprinted and distributed with permission of the National Center for Missing and Exploited Children.
- Requires that children who are under the age of 10 be accompanied by a parent/guardian, when accessing the Internet.

To address the issue of the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the Library provides safe use information and also urges minors to keep in mind the following:

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- Never give out identifying information such as home address, school name, or telephone number.
- Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed.
- Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
- Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.
- Have parents or guardians report an incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.
- Remember that people online may not be who they say they are.
- Remember that everything one reads may not be true.

To address the issue of unauthorized access, including so called "hacking" and other unlawful activities by minors online, minors and all other Library users are hereby advised that use of the Library's computers for hacking or any other unlawful activity is strictly prohibited.

Rules Governing Use

Due to the limited resources available for provision of public access to the Library's computer network and the Internet, the following limits shall apply:

- The Library's computer network and the Internet may be used by Library cardholders or Access PA cardholders as well as non-Library cardholders, as long as a computer is available and they have signed in for use of the computer network and/or the Internet at the Reference Desk.
- Children who are under the age of 10 must be accompanied by a parent/guardian when accessing the Library's computer network and the Internet.
- Use is available on a first come first serve basis. When there is a line of users waiting to use the computers sessions will be limited to 30 minutes, including printing time. Printing costs are 10 cents a page. Color printing is not available.
- All users must sign in at the Reference Desk to use the Library's computer network and the Internet.
- Staff are available to assist users in accessing the Library's computer network and the Internet, but time does not permit them to provide in-depth training on the Internet or personal computer use upon demand.
- The library cannot be responsible when technical difficulties decrease the amount of a user's time.
- The public must comply with all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet.

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Library Computer Network and Internet Users:

Due to the limited resources available for provision of public access to the Library's computer network and the Internet, the following limits shall apply:

- Must not use the network to make unauthorized entry into other computational, informational or communication services or resources.
- Must not distribute unsolicited advertising.
- Must refrain from illegal or unethical use of the Internet. The Library incorporates the definitions of illegally obscene and sexual materials as set forth in Pennsylvania State law at 18Pa.C.S. 5903
- Must respect intellectual property by only downloading information with proper permission. Files may only be downloaded to a floppy disk purchased from the library.
- Must respect the privacy of others.
- Must not attempt to damage or alter computer equipment or software.
- Must not engage in any activity that is illegal, including violation of copyright or other rights of third parties or in a harassing or defamatory manner.

Public Users' Security

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, the Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library. The library will apply its general confidentiality policy to Internet use to the full extent permitted by law.

Compliance

The Library reserves the right to terminate an individual's use of the Library's computer network and/or the Internet at any time. Violations of this policy may result in the loss of access. Unlawful activities will be dealt with in an appropriate manner.

Guidelines on Access to Information

The staff and Board of the Library is guided by the following American Library Association's statements on access to information:

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- The Library Bill of Rights
- Freedom to Read statement
- Interpretation of the Library Bill of Rights
- Free Access to Libraries for Minors

Access to Electronic Information, Services and Networks

Copies of these documents are available at the Reference Desk and on the Library web page.

In general, the Library is guided by a commitment to access to information policies that provide appropriate protections to its patrons while being consistent with the Library's longstanding commitment to the principles of free expression as set forth in the First Amendment to the United States Constitution.

This policy may be revised from time to time.

Revised 10-22-02

Policy on Meeting Room Use

Two meeting rooms are generally available to the public:

Community Room

"Room A" 50 seats flexible arrangement 2 tables
50 chairs

Board Room

"Room B" 8-10 seats conference table arrangement 1 table
8-10 chairs

Hours of Use

The meeting room(s) will be available to the public by reservation only during normal hours of operation of the library. Use of the meeting room(s) will be permitted outside the hours only if approved by the library director.

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Permitted Uses

The meeting room(s) are primarily for activities sponsored by the Library or for those community activities for which the library has agreed to be a cooperating agency. Examples of such activities are children's programs, book talks Friends of the Library meetings, and library board meetings. These activities have priority use of the meeting rooms.

The Community Room is also available to organized groups for public gatherings for exhibits of civic, cultural or educational character.

It may NOT be used for the following:

Private Social Affairs

- A. Entertainment or dramatic productions for the purpose of making money for a commercial organization
- B. Partisan political groups, commercial, business or religious groups except with the appropriate permission and provided that
 - a. There is no direct solicitation of funds.
 - b. The meeting is not for direct financial gain.
 - c. The organization of groups involved are bona fide as described in there application and are not considered to be engaged in unlawful acts by law enforcement agencies.

Reservations

Reservations may be made during library hours by requesting a reservation form at the reference desk.

Charges

For community, non-profit groups there is no charge for use of the community room; however, a donation to help defray operating costs will be accepted. Inability to pay does not exclude a group from using the meeting room(s). For-profit groups are charged \$100.00 for the use of the community room. In no event will the meeting last past closing.

Approved by the Library Board July 27, 1999

Policy on Book Donations

All donations are appreciated however, due to space limitations or duplicate copies, many donated items are given to the Friends of the Library for their Book Sale.

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Donations must be in good condition no mildew or water damage, pest free and paperbacks must have covers. Hardcover fiction and nonfiction must have a publication date within the last 5 years. The library will accept a maximum of 2 bags of books at a time.

SORRY!

- NO TEXTBOOKS
- NO STORE CATALOGS
- NO PHONE BOOKS
- NO NATIONAL GEOGRAPHIC MAGAZINES
- NO READERS DIGEST CONDENSED BOOKS

Acknowledgement Policy

Used hardcover and paperback books donated to the library, if not put into our collection, are given to the Friends of the Library. Review copies of new books are almost always given to the Friends rather than added to the library collection. The Friends sell these books. Proceeds from their sales enable the Friends to make a much-needed and well-used annual contribution to the library.

This type of book donation is acknowledged with a standardized form, which is given to the patron, indicating the format (hardcover, paperback, audio) and number of materials donated. Patrons donating items in quantity are asked to count or estimate the number of items before bringing them to the library.

Assignment of the value of donations for income tax or other purposes is the responsibility of the donor. Library staff cannot determine or estimate the value of books donated, nor confirm or attest to the accuracy of values estimated by donors or obtained via appraisals by third parties.

This policy may be revised from time to time.

Approved by the Board 2-22-00

Policy on Unattended Minor Children

The well being and safety of children are of great concern to the Memorial Library of Nazareth & Vicinity. We encourage families and youth to use the library. As with all library customers, children are required to behave appropriately. Parents, guardians, teachers, and caregivers, not members of the library staff are responsible for the behavior and supervision of their children in the library.

Behavior:

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In the library, many customers must share common space and resources. Respect for others within the library and their use and quite enjoyment of the library is a requirement of all customers. Disorderly behavior and inappropriate use of library resources by any library customer is not permitted. Parental supervision of children helps to prevent accidents and injuries. Verbal or physical abuse by any library customer of staff or others in the library is not permitted. Damage, abuse, or theft of library property and resources by any library customer is not permitted.

Unattended Children:

An unattended child is defined as a minor child of any age who is apparently unaccompanied by an adult. Parents, guardians, teachers and caregivers may not leave minor children alone or in the care of other minor children who are unable or unwilling to provide adequate care. Supervising adults must be available in person or by telephone to intervene and prevent a minor child from disturbing the use and quite enjoyment of the library by other customers.

As in all public places, "stranger danger" is a real concern. Library staff cannot regulate the arrival and departure of customers and are not responsible to prevent minor children from interacting with or leaving the library with an unauthorized chaperone. Staff will refer to appropriate authorities those minor children who are left unattended in the library and whose basic needs for food, rest, parental supervision or attention are not being fulfilled.

If the Library is closing, at a regular time or in an emergency situation, and a parent or guardian of a minor child cannot be located in the building or by phone then library staff may refer to appropriate authorities those minor children who are left unattended in the library.

The Library is not responsible for any consequences of parents forfeiting their responsibilities.

Approved by the Board 11-25-2005

Wireless Network Access Policy

The Memorial Library of Nazareth & Vicinity offers a FREE Internet access point or "hot spot" for library patrons to use with their own personal notebooks laptops and other mobile devices. Look for this sign throughout the Library for wireless internet connections.

These access point connections are:

- Unsecured
- Accessible only during normal library hours
- Filtered to comply with CIPA regulations and

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- NOT encrypted unless accessing a secure web site

As with most public wireless access connections the library's wireless connection is not secure. Any information you send can be intercepted by another wireless user within or near the library. Cautious and informed wireless users should choose NOT to transmit personal information while using the wireless access.

Library staff CAN provide general information or handouts for connecting your device to the network but CANNOT troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration.

Printing access is NOT available via the wireless connection. Printing is available through the wired network for a nominal charge.

Use of this service is entirely at the risk of the user and governed by this policy and our Internet Policy.

The Library disclaims all liability for loss of confidential information or damages resulting from that loss.

Approved 10-24-2006