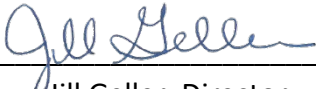


City of Roseville – Parks, Recreation & Libraries

Department Policies & Procedures

APPROVED:



Jill Geller, Director

Number: 10.1.5

Effective Date: 12/19/2017

Revised Date: 06/15/2022

Last Reviewed Date: 11/01/2023

Subject: Public PC & Internet Policy

Purpose

The City of Roseville Parks, Recreation & Libraries Department has established a policy regarding the use of public computers and internet access at library locations to ensure access to digital information in line with federal, state and local laws. Roseville Public Library supports an individual's right to access ideas and information, and as a result, endorses the American Library Association's Library Bill of Rights and Freedom to View Statement.

Policy

Roseville Public Library provides free access to the internet via public computers and Wi-Fi. Wi-Fi is available to all users, and public computers are available to library card holders during open hours. Customers must use their library account to sign into public PC sessions. All internet use by public computer and Wi-Fi users are subject to Parks, Recreation & Libraries Code of Conduct Policy. Computer sessions are allocated in 60 minute increments, with extensions as availability allows. Staff may dedicate some workstations for specific clients (e.g., children).

As a recipient of grants supported by the Library Services and Technology Act, the library filters all internet sessions for content in accordance with the Children's Internet Protection Act (CIPA). Adults have the right to request filters be disabled on a per session basis, without justification, and in a timely manner. Patrons under 18 years of age are required to obtain parental consent for unfiltered access on a per session basis. Requests should be made directly to staff, who may request ID to verify the age of the requestor. Websites blocked for security reasons will not be unblocked at any time.

The library affirms the right and responsibility of parents, legal guardians or responsible adults to determine and monitor their children's use of library internet and computing resources. Consent given on the part of parents or responsible adults for a library card constitutes acknowledgment of their responsibility for monitoring their child's use of the internet at the library.

- All library users are expected to use library resources, including the internet, in a responsible and courteous manner.
- Library users should wear headphones when listening to computer audio and should ensure the volume is low enough to not disturb library patrons.
- Library internet users may not attempt to alter or damage computer hardware or software. Software may not be installed or run from any drive. The library does not allow the use of personal software.

- Food and drink are not allowed at computers.
- Failure to comply may result in the loss of computer privileges and/or library privileges.

It is not acceptable to use the library's internet access through public computers or Wi-Fi to:

- Violate Federal, State, or local laws and regulations.
- Degrade or disrupt equipment or system performance.
- Vandalize the data of any user.
- Gain unauthorized access to resources or entities.
- Invade the privacy of individuals.

All internet use by public computer and Wi-Fi users are subject to the Parks, Recreation & Libraries Code of Conduct Policy.

Disclaimer

The Roseville Public Library and City of Roseville assumes no responsibility for any damage, direct or indirect, that users or anyone else may incur through library access to the internet. The internet is an unregulated public worldwide connection of computers, therefore the library cannot be held responsible for its content.

Privacy

The library does not guarantee privacy or confidentiality for the use of library public computers. However, it considers privacy of information to be extremely important. The library follows best practices to secure the network and its computers and to ensure that search histories are erased between computer sessions. It is also clearly stated in this policy that infringement upon the rights and privacy of others is an unacceptable use of these resources.

The library does not routinely monitor internet access but reserves the right to do so when a violation of the library's policies or the law is suspected. Staff is authorized to take immediate action to protect the security of library patrons, computers and networks. This includes confiscating any removable media, requiring a user to leave a computer or the premises, or contacting law enforcement authorities.

Staff Assistance

Staff cannot provide extended training or technical support during normal operations. Computer classes or one-on-one technology assistance may be available at scheduled times for library users who require more assistance than staff can provide at the public computer areas.

Cost

Public computer and Wi-Fi use is free, except for paid classes and printing costs. Printing costs are posted by public computers and printing stations. Headphones may be purchased at the public service desk.