



Individuals using this computer system are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, the activities of other users may also be monitored. Anyone using this system expressly consents to such monitoring. If such monitoring reveals possible evidence of criminal activity, system personnel may give such evidence to law enforcement officials.

Library Computer/Internet Use And Internet Safety Policies of the Mid-Mississippi Regional Library System

The Mid-Mississippi Regional Library System is pleased to offer free computer/Internet service to the public as part of an ongoing commitment to provide up-to-date access to information, whether for education, business, or pleasure. **Computer use priority will be given to those using computers for educational purposes.** However, in order to take advantage of this computer service, our customers must agree to adhere to the following policy:

Responsibilities of public access computer users

- Customers using the Library's Internet connection do so at their own risk. The Library cannot censor access to materials or protect users from materials which some may find offensive. The Library is not capable of monitoring or controlling information accessible from the Internet and does not accept responsibility for its content.
 - As with printed information, not all the information provided by sources on the Internet is accurate, complete, or current. Internet users should evaluate Internet resources just as they do printed information.
 - All of our computers are behind a Child Internet Protection Act (**CIPA**) compliant filter that is currently hosted by AT&T. Although it catches most violations, people may still be able to view inappropriate materials.
 - Web browsers keep a record of which sites a person views. The library will not be held responsible for inadvertent disclosure of a patron's viewing history. Due to the open location of the computer monitor display, the information that is being viewed by the user will be visible to other customers.
 - **STAFF ASSISTANCE:** We will be glad to assist you, as we are able. Library staff cannot provide in-depth training or assistance concerning Internet or personal computer use due to size of staff, level of expertise, and the time we have available.
1. **If you live within the service area of the Mid-Mississippi Regional Library System**, you must have a library card to use the public computers. **The service area is defined as the 5 counties in which we reside: Attala, Holmes, Leake, Montgomery, and Winston.**
 2. As a customer with a library card, you must sign the back of your registration card **and request computer use be selected.** This signature shows that you agree to follow library and computer use policies. If a customer is under the age of 18, the signature of a responsible adult is required.
 3. If you are unable to log onto the computer with your library card number and pin number, you may ask the staff at the circulation desk to check your account using your library card number.

4. You may not use anyone else's library card, or allow anyone to use your library card, to log onto the public computers.
5. You may not use the computers if your account has any of the following conditions:
 - a. You or any family member residing in your household has overdue materials or fines.
 - i. Family members include husband and wife; mother, father or guardian and their minor children (under the age of 18);
 - ii. In some instances, a minor child with his brothers and sisters who are also under the age of 18, if a responsible adult does not have a library card.
 - b. Patron or the group the patron is a party of is blocked for some reason.
 - c. Patron has not **reviewed** the computer use **policy**.
 - d. Patron has violated terms of the computer use.
 - e. Patron's privileges have expired.
6. Regarding Guest Cards:
 - a. If you are visiting in our area and need to use our public computers, you may ask for a guest pass at the Circulation Desk (some limitations apply).
 - b. **If you have recently relocated to our service area and do not yet have access to the proper address verification information needed to get a library card, you may ask for up to three guest passes while you obtain verification.**
 - c. **You must have proper identification, such as a current driver's license or other photo ID, to receive a guest pass to use our computers. Minor children under the age of 18 must have responsible adult consent to use a computer.**
 - d. Guest passes cannot be shared with another person. **Violators of this policy may lose library computer privileges for 3 months or more.**
 - e. If you have a library card in good standing and forget to bring your card, you may request a guest pass from the circulation desk. **There are not any limits to the number of requests you may make.**
7. **Any child under the age of 10** must be accompanied and supervised by his/her parent, grandparent, authorized caregiver (16 or older), or legal guardian while they access Internet or use a library computer.
 - a. Access will be granted through use of a guest pass.
 - b. Regardless of the child's age, the responsible adult is liable for any damage to library equipment or materials during the use by their dependent and/or minor children.
 - c. It is the parent or legal guardian's responsibility, not the Library's, to instruct his/her child(ren) on what information from the Internet is appropriate for them.
8. You must use the computer in accordance with ethical standards of the Library. Examples of unacceptable use (some of which may also have legal consequences) include, but are not limited to the following:
 - a. No one is allowed to view pornographic **materials or sites**;
 - b. Accessing information or images which in the judgment of the Library Staff member is offensive to other library customers or the library staff;
 - c. Willfully violating the library policy guidelines set up for computer use, the computer security system, or committing actions that could damage the equipment or software;
 - d. Use of the computer in a way that would unnecessarily impede the computing activity and/or privacy of others; or
 - e. Violation of software licensing agreement or copyright restrictions.

9. You should be aware of computer viruses and other destructive computer programs, and take steps to avoid being a victim or unwitting distributor of these processes. You are responsible for following library procedures for using and saving personal data to insure the protection of our computers from viruses.
 - a. No files are to be saved to the hard drive of the computer.
 - b. Any files saved to the hard drive of the computer, instead of to a CD, DVD or any external storage device will be automatically deleted when the computer reboots.

10. **Computer Discs and headphones: Personal storage devices and headphones may be brought into the library to be used on the library's computer.**
 - a. The user is encouraged to save his work as often as possible. The Library assumes no liability for any loss or damage to the user's data either due to computer glitches or other problems. Ultimate responsibility for problems relating to the user's loss of data rests with the user.
 - b. Any patron wanting to download files/software from the Internet may save the data to your personal storage device
 - c. You may purchase a compact disc (CD) for \$1.00 or a USB thumb drive for \$10.00 from the Library.
 - d. You must use headphones if the site you visit has sound. You may bring your own or you may purchase ear-buds at the circulation desk for \$1.00

11. **Internet Functions Not Supported:** News groups are not available on our computers. Use of 'Chat Rooms' on our public access computers is not permitted.

12. Regarding e-mail: only web-based e-mail services such as GMail.com, WebMail.com, Yahoo.com, etc. are allowed.

13. Up to two people may be at the computer at a time. The customer who logs on to the computer will be held responsible for any damages or rule infractions.

14. If an adult brings a child (or children) under the age of 6 to the library while the adult uses a public computer, the child(ren) must physically stay with the adult. If a child/children cause(s) problems for other customers or staff (such as crying or disruptive behavior) or causes damage, the responsible adult(s) will be asked to take the child out of the library.

PENALTIES:

- a. Anyone who willfully violates stated library policies or refuses to follow staff directions **will** be subject to forfeiture of computer privileges for a period of three (3) months. A second offense **will** result in forfeiture of computer privileges for a period of six (6) months. **A third offense will result in forfeiture of computer privileges for a period of twelve (12) months. A fourth offense will result in permanent service loss to the user.** Inappropriate computer use **will** be subject to legal consequences. Appeals to these penalties must be submitted in writing to Mid-Mississippi Regional Library System Headquarters staff.
- b. If a person(s) causes damage to part of the hardware or software resulting in the need for repair or replacement, that person(s) **will** be liable for financial restitution.
- c. All suspensions of privileges must be documented in an incident report and forwarded to headquarters (Director, Branch Coordinator, and IT Coordinator) within 3 hours of the incident.

- d. Any customer who loses Internet privileges will have to submit a written, formal request to the library and review the computer user agreement before reinstatement of those privileges can take place. The entirety of the suspension (either three (3), six (6), or **twelve (12)** months) must be completed. The decision to reinstate any individual's Internet privileges after a suspension period will be at the total discretion of the library system **headquarters' staff**.

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PRINTING CHARGES:

| PRICE | NUMBER | COLOR INK | SIZE |
|----------|----------|-----------|-----------------|
| \$.20* | All | Black ink | 8 ½" x 11" page |
| \$ 1.00* | per page | Color ink | 8 ½" x 11" page |

*The price is the same if you may bring your own paper. User will pay for all pages they print out unless there is an equipment error.

Internet Safety Policy (originally adopted May 2002)

This policy was originally reviewed, adopted and made a part of the MMRLS Library Computer/Internet Use Policy by The Mid-Mississippi Regional Library System Board of Trustees on May 22, 2002. Amended version approved by System Board of Trustees on October 21, 2015.

The Mid-Mississippi Regional Library System Board of Trustees, which serves as the Administrative Board of the library system, supports the Children's Internet Protection Act (CIPA: PL106-554).

The Mid-Mississippi Regional Library System believes that Internet and computer usage in public libraries is an important part of library service. This and other policies pertaining to the Internet are designed for your safety and enjoyment within a public library setting.

The MMRLS Internet Safety Policy serves in connection with these MMRLS policies and Mississippi law:
 Became a part of the Mid-Mississippi Regional Library System's Computer/Internet Use Policy.
 Mississippi Intercommunications/Internet Policy (February 19, 1997);
 Mississippi law 97-5-29, Public display of sexually oriented materials.

The Mid-Mississippi Regional Library System does not condone, nor will it tolerate, the unauthorized access by minors or adults of inappropriate matter on the Internet or Web in any system library computer **or on any device using the free wireless services offered by MMRLS**.

In order to ensure the safety and security of minors and adults when using electronic mail and other direct forms of electronic communications, the system reserves the right to monitor all of these activities. Chat rooms usage is not permitted.

Unauthorized access, also known as "hacking," and other unlawful activities by minors or adults is forbidden.

Unauthorized disclosure, use, and dissemination of personal information regarding minors and adults is forbidden.

DISCLOSURE: The Mid-Mississippi Regional Library System has taken measures through the filtering offered by the Mississippi Library Commission or other sources designed to restrict minor's access to materials harmful to minors. These rules also hold true to adult usage of the Internet on any library system computers **or on any device using the free wireless internet services offered by MMRLS.**

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| The following non-inclusive list shows areas approved to be filtered by the System Trustees of the Mid-Mississippi Regional Library System (January 21, 2010). (Amended version approved April 12, 2012) | | |
| 1. | Adult/Sexually Explicit | MMRLS will unblock the filter for adults <u>17</u> and older for 15 minute intervals for "bona fide research and other lawful purposes." Due to lack of staff and time, we will only be able to unblock the filter 3 times per customer's computer usage exceptions for continuing education may be made. If a responsible adult requests the filter to be opened for child 12 or older, the responsible adult MUST sit with the child while the filter is off. The filter will not be opened for a child under the age of 12 for any reason. We will not unblock the filter for porn, obscenity or sexually explicit sites due to legal restraints and to remain in compliance with CIPA. Thank you for your understanding. |
| 2. | Advertisements | |
| 3. | Criminal Skills | |
| 4. | Drugs, Alcohol & Tobacco | |
| 5. | Gambling | |
| 6. | Hacking | |
| 7. | Hate Speech | |
| 8. | Personals & Dating | |
| 9. | Remote Proxies | |
| 10. | Streaming Media | |
| 11. | Violence | |
| 12. | Weapons | |

Amended: 09/26/2013