



Cass County Public Library
ACCEPTABLE USE OF ELECTRONIC RESOURCES

Cass County Public Library provides access to the Internet, computers, and other electronic resources as an integral component of information delivery and access. Cass County Public Library has no control over the information accessed through the Internet, and therefore, assumes no responsibility for the content. Use of the library's electronic resources will be consistent with the library's mission, goals, policies, and procedures, and with all applicable local, state, federal, and international laws.

To comply with state and federal laws governing Internet access by minors, Cass County Public Library has content filtering software on all computers and wireless networks. Filtering does not block all sites that patrons may feel are offensive, and does block some sites that may be valid and inoffensive. Parents or guardians, not the library or its staff, are responsible for their children's behavior and the information selected/accessed on the Internet by their children. Not all sources on the Internet provide accurate, complete, or current information. Patrons need to be good information consumers and question the validity of the information found.

Any patrons concerned with the content being viewed by others should inform a staff member, who will address the situation as necessary and able.

- Computers are available on a first-come, first-served basis. Advanced reservations for taking online tests or writing term papers may be available at branch locations. Reserved time is not transferable. There may be a time limit on computer use. If no one is waiting at the end of that time limit, the user may have additional time, as library activity allows. Reserved time is forfeited if the user is not seated at the computer within ten (10) minutes of his or her reserved time. Computer use time may be subject to change.
- Software and hardware, with the exception of storage or listening devices for personal use, may not be installed or activated on public computers.
- Users can sign in for computers until 15 minutes before closing, and all users must sign off before closing.
- Patrons are required to pay \$.15 per page for black and white copies and \$.50 per page for color copies for every page printed. Using "Print Preview" can avoid printing blank pages.
- Flash drives are available for purchase. The library tries to minimize any problems of data lost due to faulty disks, software, or equipment, but any loss is not the responsibility of Cass County Public Library.
- The user's failure to observe any part of these guidelines may result in not being allowed to use library equipment. **The library reserves the right to refuse computer access.** Other library policies may apply as appropriate.

Patrons agree to treat staff and other patrons respectfully and to respect the property and privacy of the library and others, refraining from abusive conduct. Examples of abusive conduct include but are not limited to the following:

- Causing or attempting to cause damage or vandalism to Cass County Public Library equipment, connected networks, and/or software.
- Breaking or attempting to break the security system.
- Using obscene, profane, abusive, degrading, harassing, or otherwise inappropriate/offensive language or images in either public or private files or messages.
- Viewing and/or printing inappropriate images or text or anything that is obscene as defined in Revised Missouri Statutes 573.010.
- Introducing or uploading computer viruses.
- Misrepresenting one's self or other users on the network.
- Engaging in any activity that is offensive, libelous, or slanderous.
- Violating copyright laws by illegally copying software, images, and other works.
- Placing unlawful information and/or data on or through the computer system.
- Using the network to facilitate illegal activity.
- Altering or attempting to alter the original configuration of hardware/software.
- Failing to inform staff of any and all problems with equipment or materials. Only library staff may reset equipment.

Failure to comply with the Cass County Public Library Acceptable Use of Electronic Resources Policy or the guidelines listed above may result in loss of computer privileges. Library staff will provide a report of any violation to the Library Director for review. If found to be in violation of the policy, patrons may appeal to the Board of Trustees.