



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: COMPUTER AND INTERNET POLICY

SECTION: ADMINISTRATION

BOARD APPROVED: 03/28/2022

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### Purpose

In keeping with its mission of providing opportunities for lifelong learning, the Altadena Library District (hereinafter referred to as the Library) offers public access to computers, laptops, and Internet free of charge under the following policy and guidelines.

### General Electronics/Internet Policy

1. Computer use is free on a first come, first served basis.
2. It is recommended that patrons use their library card to access the desktops and print services.
3. Patrons without a library card may request a guest card for one-day use.
4. Patrons should not use another person's library card.
5. Patrons unable to borrow items from the Library due to excess charges on their Library account will be unable to login to computers or checkout a laptop.
6. Main Library
  - a. There is no time limit for use of the computers in the adult section of the Main library.
  - b. There is a two-hour time limit in the Children's Room if someone is waiting.
  - c. Computers in the adult section of the Main Library are available to all ages, but children under the age of ten must be accompanied by an adult.
  - d. Children's Room computers are available only to patrons under the age of fourteen and their guardians.
7. Bob Lucas Library
  - a. Patrons are allotted a two-hour daily usage for public stations.
  - b. Extension of time beyond the two-hours is based on availability.
  - c. All computers are available to patrons of any age.
8. Violations of this policy or other library policies including abuse, modification, misuse of equipment, and misuse of software will be grounds for suspension of library and computer privileges.
9. When using any sound emitting device, patrons must wear headphones or ear buds. These may be purchased at the Information Desk.
10. Downloading or viewing obscene or illegal material is prohibited. The Library does not condone, authorize, or permit any person to send or receive materials over the Internet that may be classified as indecent, obscene, incitement to riot, or which have otherwise been declared unlawful or unconstitutional by any state, local or federal court of law.

11. Users should not use the Library's computers and/or internet access for any illegal purpose including, but not limited to violating copyright laws, intellectual property or software licensing agreements. The Library is not responsible for an individual's violation of copyright laws regarding material found on the Internet
12. There are printing costs for both greyscale and color prints. The Library is not responsible for reimbursement of print credits on lost or stolen library cards, or for print copies made in error.
13. Cached and saved information on a computer is cleared upon reboot. It is recommended to use private browsing mode and to store files using a flash drive or cloud storage. The Library is not responsible for compromised information.
14. The Library does not retain information from personal or Library computer activities beyond a time log that a patron used the Libraries internet during a span of time and what hardware was used.
15. No food or drink while using Library electronics.
16. A maximum of two people are allowed at a computer at one time.

### **Laptop Lending Policy**

1. Laptops may be checked out at the Information Desk on a first come first served basis. A valid Altadena Library District library card is required.
2. Patrons who have Good Neighbor, Teacher, or Staff card status may check out computers for use outside the Library. For patrons who do not meet these parameters, laptops must be used inside the Library only and must be returned thirty minutes before the Library closes.
3. Users must immediately report any hardware or software problems to the library staff.
4. A laptop must remain with the person who has checked it out. Users are responsible for any loss or damage. There is a replacement fee for a lost, stolen, or damaged Laptop.

### **Internet Use and Safety Policy**

The following policy is to establish the appropriate use of the Altadena Library District Internet connection and computer network and prevent unauthorized access and other unlawful online activity.

#### **Statement of Policy**

It is the policy of Altadena Library District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent un-authorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the [Children's Internet Protection Act \(CIPA\)](#) [Sec. 1701-1741 of Title XVII of the United States Code]

#### **Internet Filters**

To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as minimally required by the CIPA, blocking shall be applied to visual

depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

In the event a website which contains no material in violation of CIPA compliance is flagged by the content filter, please give the uniform resource locator (URL) to staff, and a staff member will submit a request to unblock the website to the Library technology department for review. If the website passes review, it will be unblocked; this process usually takes less than 24 hours.

CIPA compliance permits anyone 17 years of age or older to request unfiltered internet access for bona fide research or other lawful purposes. Patrons may ask Library staff to send an e-mail on their behalf to the Library technology department, and the unfiltered access will be granted in a timely manner.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Altadena Library District online computer network when using electronic mail, chat rooms, instant messaging, and other form of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes (a) unauthorized access, including so-called 'hacking,' and other unlawful activities, and (b) unauthorized disclosure, usage, and dissemination of personal identification information regarding minors.

### **Disclaimer**

The Library expressly disclaims any liability for injuries and/or damages of any kind whatsoever, including consequential damages, arising out of the use of Public Computers/Laptops, the obtaining of any materials from or over any Internet connection and the fitness for use or purpose of any materials, programs or information obtained through access to the Internet.

The accessing or use of the Public Computers through any equipment or service offered by the Library shall constitute acknowledgement of this waiver and disclaimer and shall be deemed acceptance of its terms and conditions. All users shall expressly assume the risk of receiving incorrect, inaccurate, defective, fraudulent or unlawful information while accessing the Public Computers/Laptops through any equipment or service offered by the Library.

### **Enforcement**

- The Altadena Library District reserves the right to restrict the use of its facilities and premises to persons who do not abide by this Policy.
- Library staff may ask persons who are exhibiting behavior that does not adhere to this Policy to modify their behavior appropriately.
- Library patrons violating this Policy and failing to comply after one warning will be required to leave the Library for the remainder of the day. Individuals who are asked to leave shall do so within five (5) minutes.
- Based on the severity of the situation, the Library may revoke library or computer privileges or suspend access to all library services and property for multiple days or up

to one year or may result in criminal prosecution if the conduct constitutes a violation of local, state or federal law.

### **Appeal Process**

A person suspended from the library for a period of more than one (1) day may appeal the decision in writing to the District Director within ten (10) days from the date of suspension/revocation of library privileges. Submit requests for administrative review to [hello@altadenalibrary.org](mailto:hello@altadenalibrary.org) or by mail to Altadena Library District, 600 E Mariposa St., Altadena, CA 91001. Suspension of privileges will remain in force during the review period.