

PASO ROBLES CITY LIBRARY: INTERNET USE AND SAFETY POLICY

POLICY:

In keeping with its mission of providing opportunities for lifelong learning, the Paso Robles City Library offers public access to the Internet free of charge under the following policy and supplemental guidelines. It is the policy of the Paso Robles City Library 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 unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The Paso Robles City Library supports the idea that all members of the community have free and equal access to the entire range of library resources, regardless of content, approach, format, or amount of detail. These rights extend to all users of the public library, including minors.

GUIDELINES:

- I. GENERAL USAGE
 - A. Users must reserve a time for computer use at the reservation terminal in the library or by calling the library ahead of time to request reservation.
 - B. Use of computer workstations in the children's reading area is restricted to minor children (and their accompanying parents or guardians).
 - C. Library staff does not monitor Internet use. Although a reasonable effort is made to protect privacy, privacy is not guaranteed.
 - D. Users are expected to use the Internet responsibly. Misuse may result in revocation of Internet privileges or legal action.
- II. ACCESS TO INAPPROPRIATE MATERIAL
 - A. 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.
 - B. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
 - C. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- III. INAPPROPRIATE NETWORK USAGE
 - A. To the extent practical, steps shall be taken to promote the safety and security of users of the Paso Robles City Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
 - B. 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, use, and dissemination of personal identification information regarding minors.
- IV. EDUCATION, SUPERVISION AND MONITORING
 - A. It shall be the responsibility of all members of the staff, as feasible given staffing levels, to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet.

- B. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the City Librarian and/or his/her designated representatives in coordination with the City Information Technology Division.

APPEAL PROCESS:

First appeals regarding these guidelines may be made to the City Librarian. Further appeals may be made to the Director of the Community Services Department and subsequently the City Manager. Appeals beyond the City Manager may be made to the Library Board of Trustees and subsequently to the City Council.

Adopted by the Library Board of Trustees April 22, 1999

**Amended by the Library Board of Trustees on April 9, 2015; May 11, 2017; July 12, 2018; January 9, 2020;
December 9, 2021**