

## Appendix C

### Durham Public Library: Internet Use Policy

**We first offer some cautionary words about the Internet.**

- Not an Internet source will provide accurate, complete, or current information.
- Patrons themselves must determine the validity and appropriate uses of information retrieved from the Internet.
- The Internet contains information of a controversial nature, allows direct communication between persons through chat lines, and permits the purchase of goods and services.
- Parents are cautioned to monitor their minor children's use of the Internet.
- Patrons are cautioned to guard closely the security of personal information, credit card numbers, computer accounts, passwords, and other types of authorization when using the Internet.
- Patrons are cautioned to take steps to protect their systems from computer viruses or other destructive computer programs when downloading programs to disk for use on other computers.
- Any damage to the computer or peripheral devices is the responsibility of the patrons who cause the damage. Abuse of the equipment or the service will result in the patron being denied further access to the service.
- Library staff does not monitor the Internet or have control over the information accessed through the Internet. At the discretion of staff, individual computers can be turned off so that other patrons are not subjected to material deemed unsuitable for general exposure. (See Item D under Use of the library on page 3 of this document, Freedom To Read, Added August 2003).
- The library is not responsible for damages, injury, or claims of any kind arising from patrons' use of the Internet at the Library.

#### Internet Access Guidelines

- Patrons must register to be an Internet user by signing the Internet Use Policy. Patrons under 18 must have a parent or guardian's signature. The parent or guardian must come in to the library to sign the policy.
- Patrons sign up for Internet use at the desk.
- Patrons may receive a 1 hour block of time. Patrons who are 15 minutes or more late for their reserved time will forfeit the Internet computer to others.
- Patrons may not download materials onto the computer's hard drive.
- Patrons may bring in floppy disks and copy material on them. All disks brought in by users will be scanned by the computer's virus detection system.
- A printer is also available at the Internet computer. Copies are 10 cents/page and are paid for at the desk.
- The Library has several Internet connections. Therefore some regular Internet time slots may be reserved for staff who use web connections for many functions.
- Staff and volunteers will help Internet users as time permits.

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