

**Library Technology and Internet Access Policy****GENERAL INFORMATION**

The Seguin Public Library seeks to inform, educate, and culturally enrich by providing books and other library resources for use by all individuals, community groups, organizations, and businesses. To help accomplish this mission the library offers tablets and computers for public use and Wi-Fi and Internet access.

**GUIDELINES**

- I. The library upholds and affirms the right of each customer to have access to constitutionally protected material in accordance with the American Library Association's Library Bill of Rights. However, library tablets, computers, and network systems may not be used for any purpose that violates federal, state, or local laws and library policies.
- II. Under Federal and Texas law, it is a crime to distribute or exhibit material that is "harmful" to minors, or to be reckless about "whether a minor is present who will be offended or alarmed by the display" of harmful material. Customers are prohibited from using the library's Internet and computer network systems for illegal activity, to access illegal or obscene materials, or to display material that violates the provisions of Sections 43.24 and 43.25 of the Texas Penal Code: Sale, Distribution or Display of Harmful Material to Minors.
- III. Library Internet access, including the Wi-Fi network, is filtered for images and videos containing adult content that would generally be considered obscene or pornographic in nature in accordance with section 43.21 of the Texas Penal Code.
- IV. All Internet resources accessible through the library are provided equally to all users during hours of public service.

- V. The library's policies and computer network systems comply with the Children's Internet Protection Act (CIPA) and to that effect, Internet access on all Seguin Public Library tablets, computers, and networks including the Wi-Fi network are filtered. To address the special concerns raised by access to the Internet by minors, the Seguin Public Library established the following Children's Internet Safety policy:
- a. There is no minimum age limit for use of any material via our Internet services.
  - b. The library respects parents' and guardians' right and responsibility to guide their children by monitoring their own children's use of library materials and resources, including the Internet, and for determining what is appropriate for their own children.
  - c. The Seguin Public Library's goal is for children to have safe online experiences and prevent their exposure to harmful or inappropriate material. Towards this goal, the Seguin Public Library has taken the following initiatives:
    1. Filtering Internet access for words, images and videos containing adult content that would generally be considered obscene or pornographic in nature. No Internet filter is 100% effective, meaning that some sites that should be blocked may not be, while other sites that should not be blocked by filters could be blocked. Therefore, we encourage parents to monitor and supervise their own children's use of the library's tablets, computers, and networks.
    2. Providing staff who are trained to help children and parents find appropriate sites.
    3. Discouraging minors from engaging in "hacking" and other unlawful activities.

- d. The library helps prevent unauthorized disclosure, use and dissemination of minors' personal identification information by:
  1. Encouraging parents to monitor and supervise their own children's use of library tablets, computers, and networks.
  2. Enforcing its own policies relating to privacy and confidentiality, which detail the types of personal information the library collects and the conditions under which it releases that information.
  3. Providing information about Internet safety, including cautions against minors disclosing personal information.
- VI. Library customers have the right of privacy; however, customers should be advised that because tablets and computers are located in public areas, electronic transmissions of files and information could be viewed on the screens by others and become public.
- VII. The library reserves the right to restrict access to Internet sites that compromise the performance of the library networks and equipment.
- VIII. The library reserves the right to block high bandwidth resources or to use tools such as bandwidth throttling during peak Internet usage times to ensure that all users have fair and equitable access to the library's online resources and to avoid intentional or unintentional disruption of all library networks service due to excessive bandwidth utilization.
- IX. Library customers have the right to confidentiality. The Seguin Public Library will not release information on the use of specific Internet resources by members of the public, except as required by law or as necessary for the proper operation of the library.
- X. The library is not responsible for the privacy practices or security of any web sites accessed by patrons.
- XI. The Seguin Public Library and the City of Seguin accept no liability for any loss of privacy or data patrons may experience, or any damage or harm arising from such loss.
- XII. The library does not issue electronic mail accounts to the public.

- XIII. Public use workstations are available on a reservation and a walk-in basis. Use of workstations is managed as follows:
- a. Library Administration reserves the right to set limits on amount of time and/or number of sessions a customer may have.
  - b. Software has been loaded on all public access computers to provide Internet usage in one-hour session increments. This software requires the user to log on to the computer using a barcode, either from their own Seguin Public Library Card or a Guest Pass supplied by the library.
  - c. Only current Seguin Public Library cardholders in good standing (fines under \$10.00, no damage/lost fees and no items more than 30 days overdue) are eligible to the maximum time limits or Internet use sessions set by the library Administration.
  - d. Customers with Seguin Public Library cards with late fees over \$10.00 and lost or damaged bills are eligible for computer use as a Guest after making a payment of \$1.00. The Guest session is limited to a one-hour session per day.
  - e. Guest passes are limited to one-hour session per day.
- XIV. Public use tablets are available on a walk-in basis. Use of tablets is managed as follows:
- a. Only current Seguin Public Library cardholders in good standing (fines under \$10.00, no damage/lost fees and no items more than 30 days overdue) may borrow a tablet. Tablets are available on a first-come, first-serve basis and cannot be reserved.
  - b. Checking out and using library tablets constitutes the customer's acceptance and agreement of library policies. Tablets available to customers are to be used in a safe and responsible manner in accordance with this and other library Administrative Policies.
  - c. Software has been loaded on library tablets to allow checkouts for 2-hour sessions. Tablet sessions cannot be extended. This software requires

users to scan their library card and login to the Envisionware Lending Kiosk.

- d. Tablets are restricted for use inside the library only. Taking a library tablet outside the building, including library decks, will disable the device and the tablet will be considered stolen.
- e. Tablets must be returned to the lending kiosk to be removed from customer's account.
- f. There is a \$10.00 fee per occurrence for failure to return tablets to the lending kiosk. The borrower is financially liable for lost, stolen, or damages to tablets. The library cardholder will be billed the replacement cost of the tablet.
- g. Tampering with library tablets or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.
- h. The tablets come with software to protect customer's privacy. After the tablet is returned to the Kiosk, the Tablet's Lending Kiosk's administrative system wipes all user related data such as cookies, browser caches, bookmarks, temporary files, and passwords are permanently deleted.
- i. The tablets may not be used to engage in illegal activities or to disturb other patrons. If asked to refrain, users must comply immediately. Failure to comply may result in the loss of tablet and computer privileges.
- j. The borrower must not leave the tablet unattended. If an unattended tablet is retrieved by a staff member, the borrower's tablet borrowing privileges may be suspended.

## **PUBLIC WIRELESS INTERNET ACCESS**

The Seguin Public Library provides access to the Internet via a wireless network (Wi-Fi) for patrons to use with their own personal computing equipment and other mobile devices. The

library's Wi-Fi network is unsecured and as a result, the library cannot guarantee privacy or confidentiality.

- I. Patrons using library provided Wi-Fi must comply with this library policy and with any additional rules published in conjunction with this policy.
- II. Wi-Fi access provided by the library is filtered for images and videos containing adult content that would generally be considered obscene or pornographic in nature. Wi-Fi access is unsecured. Anti-virus, security and privacy protection are the responsibility of the patron.
- III. Patrons are responsible for having the proper hardware, software and network settings on their wireless device to connect to the library provided Wi-Fi.
- IV. The library is not responsible for any theft, damage or misuse of patrons' computing devices or peripherals and other mobile devices while the devices are in use in the library.

#### **STAFF RESPONSIBILITIES**

- I. Library staff are responsible for assisting in areas which provide access to tablets, public computers, and the Internet, and are trained in the use of both the software loaded on the computers and the Internet.
- II. Staff members are trained and expected to respond appropriately to basic software and hardware questions.
- III. Staff help customers find the actual information sought and as warranted, provide brief general instruction in the use of the Internet and other electronic resources offered by the library.
- IV. In choosing sources to link to our home page, the library follows generally accepted library practices. The library does not monitor or control information accessible through the Internet and cannot be held responsible for its content. Library staff are not

responsible for unannounced changes in content of the sources to which we link, nor for the content of sources accessed through secondary links that staff did not create.

## **CUSTOMER RESPONSIBILITIES**

It is the customer's responsibility to become familiar with the Library Technology and Internet Access Policy. Copies of the Public Computer and Tablet Use and Internet and Wi-Fi Access Policy are available for public viewing at the service desks or upon request.

- I. Use of the library tablets and public computer terminals constitutes the customer's acceptance and agreement of the library policies. Internet stations and tablets available to customers are to be used in a safe and responsible manner in accordance with this and other library Administrative Policies.
- II. Legal Responsibilities: Internet resources may not be used for any illegal purposes. Violations may result in loss of access. Staff is empowered to terminate or extend a user session if appropriate. Unlawful activities will be dealt with in an appropriate manner, including notification of law enforcement authorities. Examples of illegal use include, but are not limited to the following:
  - a. Circumventing, filtering, or blocking software, or other security measures to access visual depictions deemed (a) obscene, or (b) child pornography, or (c) harmful to minors, as defined in the Children's Internet Protection Act (CIPA ~ Public Law 106-554).
  - b. Using any library tablet or workstation for any illegal or criminal purpose.
  - c. Violating copyright laws or software licensing agreements in their use of library tablets or workstations.
  - d. Violation of copyright or communication laws. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use.

Any responsibility for any consequences of copyright infringement lies with the user. The library expressly disclaims any liability or responsibility resulting from such use.

- e. Attempting to alter or damage computer equipment, software configurations, or files belonging to Seguin Public Library or the City of Seguin, other users, or external networks.
- f. Attempting unauthorized entry to the City of Seguin's computer network or external networks.
- g. Libeling, slandering, cyberbullying or otherwise harassing others.
- h. Intentional propagation of computer viruses.

III. Ethical Responsibilities: Computing resources must not be used in an unethical manner. Examples of unethical use (some of which may also have legal consequences) include, but are not limited to the following:

- a. Hacking (breaking into or out of any system) and violation of computer system security.
- b. Using computer communications facilities in ways that interfere with, or impede computer and tablet use of others.
- c. Attempting to evade security measures and install or download any software or attempt to damage tablets, computer equipment or software.
- d. Intentional violation of another customer's privacy.
- e. Obtrusively displaying information with the intent of being disruptive or offensive to others.
- f. Engaging in any activity that is deliberately and maliciously offensive, libelous, slanderous, harassing or threatening.
- g. Circumventing public access computers and tablets time management software or procedures.



- h. Using the workstations, tablets, or laptop devices to gain access to the library's networks or computer systems or to any other network or computer system.
- i. Obstructing other people's work by consuming large amounts of system resources or by deliberately crashing any library computer system, attempting to alter software configurations and cause degradation of system performance, or accessing peer to peer (P2P), torrent, or other file sharing sites.

## **SANCTIONS**

- I. Failure to comply with this library policy, or misuse of the library's networks or computers, including patrons' personal laptops and other mobile devices connected to Seguin Public Library's Wi-Fi, may result in the loss of computer and tablet access privileges, potential loss of library privileges and possible criminal prosecution.
- II. Users are financially liable if they permanently or temporarily damage any Seguin Public Library equipment or software.
- III. Any attempts to gain unauthorized access to restricted files or networks, to damage or modify library owned computer equipment or software or to intentionally download or save items to library owned tablets and computers will result in the loss of computer access privileges, potential loss of library privileges and possible criminal prosecution.

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Revised 9/2016  
Revised 5/2017  
Revised 2/2018  
Revised 3/2021