



INTERNET, WI-FI, COMPUTER USE, AND FACSIMILE POLICY

To fulfill its mission of providing public access to information of all types in a wide range of formats the Marion Community Library provides public access to the Internet.

Access

- The library provides access to Internet resources to all library patrons.
- Patrons are prohibited from using the library's network for illegal activity, to access illegal or obscene materials, or to display material that violates the provisions of *section 43.24 of the Texas Penal Code: Sale, Distribution or Display of Harmful Material to Minors*.
- Library staff are available to assist patrons of all ages with information literacy: to access information efficiently and effectively, evaluate information critically and competently and use information accurately and creatively.
- Library computers and networks may not be used for any purpose that violates federal, state, or local laws. Prohibited use includes, but is not limited to, "hacking" or otherwise attempting unauthorized use of the library or other networks; attempting to interfere with or disrupt other users; attempting to evade security measures; invading the privacy of other users; violating software license agreements; or sending harassing, threatening or libelous messages or material.
- Library Staff reserves the right to establish rules governing Internet use and consequences for misuse that are consistent with this policy.
- Not all information found on the Internet is accurate, complete, up-to-date, or otherwise acceptable to all individuals. The library is not responsible for the content of the Internet, changes in the content of the sources to which the library home pages link, or for the content of sources accessed through secondary links.

Security & Privacy

- The Marion Community 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.
- The library is not responsible for the privacy practices or security of any websites accessed by patrons.
- The Marion Community Library accepts no liability for any loss of privacy or data patrons may experience, or any damage or harm arising from such loss.
- Patrons are prohibited from making any attempt to gain unauthorized access to restricted files or networks, or to damage or modify library-owned computer equipment or software, and patrons will refrain from downloading or saving items to library-owned computers.
- Patrons may download or save items on their own computer or peripheral storage device.

Internet Filtering

- Internet access on the two public computers and the library Catalog's Self-Checkout computer is filtered. The library's laptop computers and Wi-Fi network is not filtered.

- 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.
- Patrons who encounter sites that they believe should be blocked or who are unable to access sites that they believe should not be blocked may request a review of the site in question. Library staff may review the site in question and make a determination regarding the request.
- Patrons, 18 years old or older, who wish to access the internet without filtering may sign out a library public use laptop. This laptop will not be removed from the library and will be used in the meeting room only, and away from view by children.
- 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 determining what is appropriate for their own children.
 - Children under the age of sixteen may use the Internet if a parent or guardian has given signed permission.
 - Parents are encouraged to monitor and supervise their own children's use of the library's computers and networks.
 - Parents are encouraged to discuss Internet safety with their children.

Public Internet Access with Library-Owned Equipment

- Library patrons with a current library card may use library-owned equipment.
- Library Staff reserve the right to set limits on Internet use session(s) a patron may have per day with library-owned equipment based on patron demand.
- Library staff may designate and restrict the use of computer equipment.

Public Wireless Internet Access

- The Marion Community Library provides free access to the Internet via a wireless network (Wi-Fi) for patrons and non-patrons alike to use with their own personal computing equipment and other mobile devices.
 - Wi-Fi access provided by the library is not filtered. Wi-Fi access is unsecured. Anti-virus, security, and privacy protection are the responsibility of the patron.
 - Patrons using library-provided Wi-Fi must comply with this policy.
 - Patrons are responsible for having the proper hardware, software, and network settings on their wireless devices to connect to the library-provided Wi-Fi.
 - 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.

Compliance

- Failure to comply with this policy, or misuse of the library's networks or computers, including patrons' personal laptops and other mobile devices connected to Marion Community Library's Wi-Fi, may result in the loss of computer access privileges, potential loss of library privileges, and possible criminal prosecution.
- 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 computers will result in the loss of computer access privileges, potential loss of library privileges, and possible criminal prosecution.

Printing

- Printing is self-service. Payment is made at the circulation desk. Patrons may print five copies for free; more than five copies are \$0.20 per side.
- Oversized or double-sided documents are considered two sides.
- Print jobs are sent from public computers. Patrons are responsible for selecting to print only those pages they wish to purchase after five copies.

Facsimile

- Facsimile or Fax support for our patrons is send only.
- Marion Community Library does not accept incoming faxes for the public.
- Patron cost to fax is \$0.50 per side.
- Destination receive confirmation is printed and provided to the Patron. If the confirmation is negative, the fax will be sent again. After two negative attempts, the Patron must validate the destination's information. Patrons are not charged for negative confirmation faxes.
- The Marion Community Library is not financially liable for any false positive fax transmittal confirmations.

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