
Subject: INTERNET AND COMPUTER USE POLICY

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The mission of Monterey County Free Libraries is to bring ideas, inspiration, information and enjoyment to our community.

Policy Statement

Monterey County Free Libraries (MCFL), as a public agency in a democratic society, upholds and affirms the right of each individual to have access to constitutionally protected material. MCFL supports the Library Bill of Rights, the Freedom to Read Statement, the Access to Digital Information Services and Networks, and the Freedom to View Statement of the American Library Association. MCFL also complies with Children’s Internet Protection Act (CIPA) and Neighborhood Children’s Internet Protection Act (NCIPA) in order to qualify for certain federal funds.

MCFL offers filtered access to the Internet by default. Patrons age 17 and older may request the removal of filters on a per-session basis for legitimate research purposes.

MCFL cannot guarantee users’ rights to confidentiality and privacy when accessing the Internet on Library premises while working on Library computers.

Access to the Internet in the Library does not imply Library endorsement of any material found on the Internet.

MCFL has created home pages for children and teens that provide content and links to other websites that contain age-appropriate information. MCFL encourages parents to review information on Internet safety and provides links to resources to support this effort.

Terms of Use

- Public access computers are available during normal Library open hours. Workstations and printers turn off 15 minutes before closing.
- Public access computer users must have an MCFL card in good standing.
- There are no fees for the first Library card and no fees to use the computers, except for printing.

- Visitor passes are available for infrequent visitors to the Library.

Most public access computers are managed by automated Library software to regulate time and printing fees. Users must log into this system with their Library card number and PIN or visitor pass credentials and accept the user agreement to begin a session. The system allows users to maintain a balance for printing of up to \$20. Refunds are not given for account balances. Visitor card balances are only available for that day.

- Public access computer workstations are available for one hour per day per person. Exceptions may be granted at the discretion of Library staff based on availability and fair access.
- The Library maintains the right to reserve computers for special programs.
- One person at a time may use a computer. Exceptions may be granted at the discretion of Library staff.
- Files should be saved to the user's own storage device. Files should not be saved to the hard drive.
- Protect your privacy. Log out of all personal accounts before the end of your session.
- Installing personal software programs is not permitted. Users may not modify Library software or hardware or change computer settings. Any attempt to damage or hack computer equipment, software, the stability or security of a workstation or its connection to the Internet will result in the loss of computer privileges and may lead to criminal prosecution.
- MCFL's workstations may not be used for any purpose that violates U.S., state or local laws. Illegal use of the Internet, including displaying Child Pornography, will be reported to law enforcement.
- Internet filtering is provided by default on public computers. Patrons age 17 years and older may request that filters be disabled on a per session basis for legitimate research needs.

- Any violation of Library policies and guidelines may result in the loss of computer or Library privileges.
- Users are responsible for any consequences of copyright infringement. *U.S. Copyright Law (Title 17, U.S. Code)* prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of "fair use." Copyrighted materials may not be copied or distributed without the explicit permission of the copyright holder.

Related policies: Library Behavior Policy, Internet Safety and Computer Use Companion Document