

OPLIN, the Internet and YOU at the Massillon Public Library

ACCEPTABLE USE POLICY (AUP)

*OPLIN - the **Ohio Public Library Information Network** - is a service funded by your state tax dollars. OPLIN provides access to the Internet and to a variety of outstanding commercial databases for your use in the Library.*



In setting this network up, the state's primary goal is to connect, through computers, all Ohio public libraries to each other.

The Massillon Public Library is pleased to offer public access to the Internet via OPLIN, a state funded electronic network providing an array of electronic databases and access to the Internet. Welcome. We ask that you follow the guidelines listed below as you use the computers at the Library.


INTERNET ACCESS

The Massillon Public Library's **Mission Statement** affirms that the The Massillon Public Library provides for everyone:

- Books and other resources for education, information, and recreation;
- Skilled, helpful staff; and
- Services and programs which encourage literacy and the love of reading.

The Library considers the Internet one of these resources.

- The Library's Internet access is open to everyone. A valid library card is required, or a guest pass will be issued for \$1 to nonresidents with current ID. Cardholders with charges of \$5 or more must also purchase a guest pass, but the \$1 will be applied to their fines.
- Because of the sheer volume of information available through the Internet and the fact that thousands of websites are added daily, it is impossible for the Library, or any organization, to monitor or regulate the Internet. Much information on the Internet is not accurate. The Library does not guarantee that any website is authoritative, current, factual, legal, or complete, and cannot be held responsible for its content.
- Computers in the Children's Department are filtered for content in accordance with the Children's Internet Protection Act (CIPA) but no current software is guaranteed to block all harmful content. The Library affirms that parents and legal guardians are responsible for restricting the sites selected from the Internet by their children less than eighteen years of age. The Massillon Public Library urges parents to accompany and supervise their children while they use the Internet and to develop rules for acceptable Internet use for them. The Internet contains materials which are not appropriate for viewing by minors, and careful instruction by parents or legal guardians is essential for their children.

- 
- The Internet also provides access to communication tools such as e-mail, chat, or social networking sites (MySpace, Facebook, etc.) which can facilitate conversations with strangers. This could put children in harm's way. Parents and guardians are urged to warn their children about the dangers of disclosing personal information over the Internet. When Library Staff observe minors engaged in viewing inappropriate material or engaged in inappropriate chat or email, they will intervene and instruct the child to move to an appropriate site. Failure by the child to do so may result in ejection from the Library and/or loss of Internet privileges.

While adults are, in general, free to access whatever Internet sites they wish, the Library is also respectful of the rights of others, including staff, not to be inadvertently exposed to material and images they may find personally unacceptable. When Library Staff observe an adult engaged in viewing material inappropriate for general public view, Staff members will instruct the adult to move to another site. Failure to comply may result in ejection from the library and/or loss of Internet privileges.

EQUIPMENT


- While the Library strives to keep its equipment in sound working order, it cannot guarantee that equipment will never fail. When these failures occur, the Library regrets any inconvenience they may cause.
- To lessen the chance of losing valuable data if the computer freezes, we advise users to save documents frequently onto a removable storage device (floppy, CD or USB Flash drive.) Users should NOT save anything to the hard drive. Software is installed on all public computers that will remove such files when your session has ended.
-
- All users of this resource agree to hold the Library and OPLIN harmless from any and all claims, losses, damages, obligations or liabilities directly or indirectly relating to the use of OPLIN and the Internet, caused by the failures or arising from them. In no event shall the Library or OPLIN have any liability for lost profits or for indirect special, punitive, or consequential damages or any liability to any third party, even if the Library or OPLIN is advised of the possibility of such damages.

ACCEPTABLE USE

- It is considered acceptable use to share and retrieve information from the Internet and from OPLIN.

PROHIBITED USE

- The use of OPLIN and the Internet to engage in any activity which constitutes violation of local, state, federal and/or international laws is strictly prohibited. Library customers may not use any non-OPLIN services that will cause degradation of OPLIN-provided services.
- Each customer is required to respect the privacy and property of others by not misrepresenting himself, or herself, as another user; by not attempting to modify or gain access to files, passwords or data belonging to others; by not seeking unauthorized access to any computer system; or by



not damaging or altering any software or hardware components of any computer, network or database.

- Persons who damage Library hardware or software can be held financially responsible for repair costs incurred by the Library to restore damaged hardware and/or software to its original condition. Parents and legal guardians are financially responsible for any damage to the Library's computers by children under 18 years of age; this includes both the software which operates the computers and that which is directly accessible by Library patrons when that damage is caused by their children.
- The CD burner drives found on computers in the Library can be used to create CDs to save information and share it with others. The use of CD burners to make copies of music or software (downloaded or from other CDs) is illegal without permission from the copyright owner. Persons engaged in such activity could be prosecuted if caught. Library staff will not knowingly instruct or assist patrons involved in illegal activity.
- The Library reserves the right to withhold access privileges to the Internet from anyone who misuses the network.

CUSTOMER USE OF PUBLIC ACCESS COMPUTERS

- The Library has a limited number of public access computers with Internet connections. You are allowed one 60-minute session per day on any of the public computers in the Massillon Public Library Main building or branches (7th grade through adult in the Computer Center, 6th grade and younger in the Children's Department.) You may use the 60 minutes all at one time or in several shorter sessions.

When your session has only ten minutes remaining, a box will pop up on your screen to warn you. You will get additional warnings at four minutes and at one minute. Save your work when you see the warning. When your 60 minutes have been used up, the session shuts down automatically, your work will be lost, and the staff cannot retrieve it.

-

- If you fail to arrive within ten minutes of your scheduled time slot, your reservation is cancelled. -
-
- Computer Center Staff will make sure that the atmosphere is quiet and comfortable for everyone. Patrons who disrupt others, or whose children disrupt others, will be reminded one time about proper conduct. If the situation continues, the patron will be asked to leave immediately and the computer session will be terminated.
- Keep your voice quiet when using a cell phone in library if you are conducting business that requires viewing a website and speaking to the company at the same time. Your voice must not disrupt other patrons, whether speaking to another person in the room or speaking into your phone.
- Parents who bring children with them must keep children occupied and quiet. There are computers in the Children's Room on the Ground floor specifically for children who are sixth grade or younger. (Children under age 8 must be accompanied by a parent, older sibling or other caregiver while in the Children's Room.) At a parent's request, a child might be granted special permission in the Computer Center to use the computer next to the parent if it is not in use, but the child will be asked to move if it becomes needed for an adult.
- Small quiet groups (not more than three individuals) are permitted to collaborate at one computer providing the sound does not bother other patrons.

PRINTING AND DOWNLOADING

- There is a 25 cent charge for each black and white copy and 50 cent charge for each color copy. Staff can assist you to print only the pages or selected text you need rather than an entire document. You are responsible to pay for any pages you print.
- If you wish to retrieve information and store it for your own personal use later, you may bring storage devices from home. The Library has new floppy disks, CD-R's and flash drives available for purchase at the Reference Desk as well as ear buds.

STAFF ASSISTANCE

- The Library Staff is available to assist customers with basic operations on the public computers. We are not experts on every facet of technology. We will help you as much as our expertise and time permit.
- Staff will be happy to: Help you access the public computers, including finding your library card number or issuing a guest pass for a visitor and making reservations; help you find a website and navigate on the page and help determine if a site is reputable, timely and reliable; show you how to create a resume; show you how to create an e-mail account; assist you with various MS Office features
- Staff will not: type papers or resumes; fill in online applications for jobs, unemployment, insurance, etc; help with credit card applications or purchases; do research (you will be directed to the Reference staff); comparison shop or give advice on financial, medical or legal concerns; proofread papers; proctor exams; troubleshoot your home computer problems.
- The Library regularly offers instruction in computer use. Please inquire at the Reference Desk about our latest schedule.

CHANGES TO THIS POLICY

- The Massillon Public Library Board may revise this policy at any time.

SOURCES FOR THIS POLICY

- This policy is drawn from the Internet policies written by the Allen County (Fort Wayne, IN) Public Library, Lawrence (KS) Public Library, the Salem (OH) Public Library, the Massillon (OH) Washington High School, and the Stark County District Library in Canton (OH) as well as from information gathered at a conference on acceptable use policy sponsored by the Ohio Library Council and presented at the Westerville (OH) Public
-

Policy Approved by Massillon Public Library Board 12/3/96. Effective 12/8/96.

Revised 4/1/97; 10/16/97; 4/21/98; 6/25/98; 6/22/00; 8/29/02; 2/26/04, 10/6/08, 10/28/2010