



# Policy Manual

Rev. Date: 11-19-14 Pol. No: PUB-4

*Adopted by the Library Advisory Board 09-15-04*

## Public Library System

## Acceptable Use of Electronic Resources

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### Policy Statement:

Computer use is an integral part of Library activities. The Library System offers a variety of electronic resources to enhance the educational and recreational needs of Library customers. Users agree to abide by Library computer policy standards as defined herein.

### Regulations:

1. Free, limited access to electronic resources is available to all Library users. The library is not a full-service Internet provider. Some Internet services may not be provided through the library's connections for financial, technological or security reasons.
2. Library staff may interrupt activity or block access to sites that interfere with the performance of the library's computer system, conflict with authorized use of library resources or equipment, or violate local, state, or federal law.
3. The Library protects its systems and equipment from viruses. However, users of any publicly accessible system or equipment should be aware of the potential for transmission of computer viruses. The library is not responsible for computer viruses transmitted to customers' computers.
4. The library is responsible only for information pertaining to the library and its services. The library does not assume responsibility for the content and/or accuracy of information residing on the Internet or other computer systems.
5. The Library provides computer stations for public use at all branch locations. Customers may log on to a public computer using their own Scottsdale Public Library card number. Customers who are not eligible for a library card with full borrowing privileges may obtain a Computer Use Only card (see **Library Cards Policy CIR-1**). Logging on to a public computer using a library card number other than one's own is prohibited.
6. Each customer is limited to three hours per day of public computer use, per branch.
7. "Express" computer stations are provided for those users without library cards or Computer Use Only cards. "Express" computers are limited to one-time use only per customer.
8. Free, self-service, filtered Wi-Fi access is available during library hours.

9. In accordance with [ARS 41-1354](#) “Privacy of User Records,” the Library protects the confidentiality of borrowing and library use records. Customers using the library's computers for personal use are advised that the privacy of personal information and electronic mail are not guaranteed. Users should avoid posting personal information such as home addresses, phone numbers, and credit card numbers to unknown Internet sites.
10. The Library’s computers are in a public area. Other users may be involuntarily exposed to what some are viewing on their screens. Customers should remain sensitive to the fact that they are working in a public environment shared by people of all ages. Similarly, customers using the Library’s public computers should be aware that private information they put on their screens may be seen by others.
11. The Library provides filtered access to the Internet in order to adhere to the requirements set forth in Arizona Revised Statutes ([ARS 13-3501](#) “Obscenity, Definitions”, [13-3506.01](#) “Furnishing Harmful Items to Minors, Internet Activity”, [13-3507](#) “Public Display of Explicit Sexual Material”) and the Children’s Internet Protection Act (CIPA). Because filtering software is inherently imperfect, we cannot guarantee that all Internet content will be appropriately filtered at all times.
12. Parents and guardians of minor children are responsible for supervising their children's safety and activities while using Library equipment. Internet safety information for parents and children can be found at <http://www.netsmartz.org/index.aspx>.
13. Computers in the Children’s Areas are designed for children and their caregivers. Material viewed on screens in the children’s area should be suitable for families and young children in accordance with ARS 13-3501 and ARS 13-3506.
14. Individual assistance on using the library's electronic resources is available at the information desks. Library staff will schedule group instructional sessions on using the Library's electronic resources periodically throughout the year.
15. Examples of unacceptable use include, but are not limited to, the following:
  - a. Destruction of, damage to, or unauthorized modification of equipment, software, or data belonging to the library or other users, a violation of Arizona law ([ARS 13-2316](#) “Computer tampering”).
  - b. Disruption or unauthorized monitoring of electronic communications.
  - c. Unauthorized or illegal copying of copyright-protected material, a violation of US law ([US Code, Title 17](#)).
  - d. Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others, or any activity that is in violation of Arizona law ([ARS 13-3707](#) “Telecommunications Fraud”).
  - e. Violation of software license agreements.
  - f. Violation of another user's privacy.
16. Failure to use the Scottsdale Public Library System's public computers and other electronic resources appropriately and responsibly may result in revocation of library use privileges and may also have legal consequences.

17. In addition to the above, students of the Scottsdale Unified School District (SUSD) are required to adhere to the SUSD Code of Conduct (<http://www.susd.org/district/studentservices/CofC.htm>) regarding computer use during the school day at the Palomino shared-use library.

**Procedures:**

1. Library staff will report to Library Technology staff when a customer indicates a web site has been inappropriately blocked (overblocked) or unblocked (underblocked) by the Internet filter. The Library Technology staff will review the site submitted and report overblocks and underblocks to the web filtering manufacturer for reconsideration.
2. At the recommendation of the City Attorney, a handout has been developed that may be given to anyone who is accessing sites displaying explicit sexual material when minors are present. The handout (see attached sheet) informs user/customer that he or she is in violation of Arizona law (A.R.S. 13-3507 "Public Display of Explicit Sexual Materials") and not merely the policy of the library.
3. If a staff member observes a customer accessing sites displaying explicit sexual material when minors are present, the staff member may give the customer a handout or verbally advise them of the A.R.S. and ask him or her to close the site. If the customer complies with the staff request, he or she may continue to use the computer. If the customer refuses to close the site, a librarian or supervisor may call the police at 9-911. An incident form will be completed.

## PLEASE EXIT WEB SITE

It is a Class 6 felony to knowingly place explicit sexual material upon public display, which includes a viewing screen, in any place where minors are invited as part of the general public.

A.R.S. 13-3507

Please ask the library staff for the complete text of this statute and for a copy of Scottsdale Public Library Policy, Acceptable Use of Electronic Resources.



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