

OUACHITA MOUNTAINS REGIONAL LIBRARY (Montgomery County Library and Polk County Library) Information Technology Acceptable Use Policy

All users, including Staff, and Patrons, are required to be familiar with and acknowledge receipt of this policy prior to gaining system access.

Internet access as an information source at Ouachita Mountain Regional Library (Montgomery County Library and Polk County Library) significantly supplements the Library's existing physical collection and extends the Library's commitment to enriching life, fostering literacy, stimulating imagination, and inspiring lifelong learning for all area residents. While most of the information accessed can be valuable, the user may also find materials that are unreliable, personally offensive, or illegal. The Library cannot police a global network and is not liable for its content; each user must take responsibility for his or her own activities on the Internet and the activities of his/her children.

Wi-Fi is available through the Library. Like most public Wi-Fi, it should not be considered secure. The library is not responsible for the ability of personal equipment to connect to the network. The Library does not provide support for patron's equipment that is connected to the Library's Wi-Fi or computers and does not assume any liability for those devices' functionality, contents, or serviceability.

Ouachita Mountains Regional Library (OMRL) information systems include all hardware and software that pass data in any form across the library's local area network. Video conferencing, projection, and other audio visual equipment are considered information systems subject to this policy.

OMRL strives to provide users with the necessary tools for communication, research, collaboration, business operations, and other activities in furtherance of the OMRL mission. Therefore, it is helpful to understand both what constitutes acceptable use and those activities that are prohibited, regardless of whether personally owned or OMRL equipment is used. While it is not possible to cover every situation that may arise, this policy will serve as a guide for acceptable use and unacceptable use of connected information systems.

Library staff may provide computer assistance as time and their computer knowledge permit, but they cannot provide in-depth computer instruction or technical support for personal laptops. Library staff will offer searching suggestions and answer questions, but cannot provide individual training concerning Internet use or computer skills. Interested patrons are encouraged to use manual and guides available in the Library and to attend Library sponsored programs about computer use.

Conditions and Terms of Use

- A patron must have a library card in good standing to use the public computers.
 - No more than 2 people at one computer at a time.
- Parental or guardian consent is required for all children under the age of 18 to access the Internet.
- Patrons may be limited in the length and number of sessions per day.
- Adults should use the computers in the computer lab or laptops throughout the library. Only children may use the computer in the children's section.
- Patrons may
 - Access the Internet for research and/or information gathering.
 - Utilize installed software that accomplishes tasks.
 - Communicate and collaborate between users and/or other appropriate entities.
- Printing is available for a per page fee from most computer workstations.
- To preserve patron privacy and to ensure system functionality, software or files are not permanently saved to the hard disk of any computer.
 - Work should be saved to a USB or other device.
- For reporting purposes, patrons are asked to sign-in to use a computer. However, once usage statistics are gathered, sign-in sheets are not permanently retained to preserve patron privacy.
- The Library does not retain browser history or personal information entered into websites or applications.
 - The Library will not reveal the information sources or services individual users consult unless required by law or court order.
- In compliance with the requirements of the Children's Internet Protection Act (CIPA), OMRL may filter all Internet computers. In keeping with the Supreme Court's 2003 decision, adult patrons 18 years or older may request that the filters be disabled for unrestricted access for any lawful purpose that meets OMRL guidelines.
- In its Statement on Library Use of Filtering Software, the American Library Association's Intellectual Freedom Committee has stated that "...the use in libraries of software filters to block constitutionally protected speech is inconsistent with the United States Constitution and federal law and (...) violates the "Library Bill of Rights." Ames Public Library will not impose blocking or filtering software to limit access to Internet sites. However, patrons may choose to use filtered search engines. Library staff may provide a list of filtered search engines upon customer request.

OUACHITA MOUNTAINS REGIONAL LIBRARY
(Montgomery County Library and Polk County Library)
Information Technology Acceptable Use Policy

Unacceptable Use of Information Systems

- Utilizing the Library's computers in violation of any local, state, or federal ordinances, regulations or laws, including any activities in violation of Arkansas Codes §5-68-501, §5-68-302, §5-41-103 and U.S. copyright law (Title 17, U.S. Code).
- Vandalizing, damaging, or destroying equipment, software, or hardware including adding, altering, or deleting files on Library workstation hard drives of other computer equipment.
- Interference with the security or operation of OMRL information systems.
- Attempting to alter or gain unauthorized access to hardware or software.
- Sharing of private access credentials with any other person or group, except authorized administrators.
- Attaching an unauthorized device to the OMRL network, either wired or wirelessly.
- Installing unauthorized software on OMRL equipment without the library staff's consent.
- Using, submitting, publishing, displaying, or transmitting on the network or on any information system any information which:
 - Violates or infringes on the rights of any other person, including the right to privacy
 - Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.
 - Inhibits other users from using the system or the efficiency of the information system.
 - Encourages the use of controlled substances or uses the system for the purpose of criminal intent.
 - Knowingly transmits or receives material, information, or software in violation of any local, state or federal law.
 - Views, downloads, or sends pornographic or other obscene materials.
 - Views, downloads, or send any material that is deemed harmful to minors.
- Contains a payload which is intended to damage or infect another information system.
- Intends to affect network availability or efficiency.
- Uses the system for any illegal purpose or with criminal intent.
- Use of social media or use that violates any provision above.

Use of Protected Content or Resources

Users may not download material that is covered by copyright, subject to trademark restrictions, or encumbered by any other form of intellectual property rights protection unless it is legally allowed or falls under the Fair Use provision of copyright law. Users may not upload, disseminate, or print material that infringes on copyright or any other intellectual property rights protection mechanism.

OMRL will comply with all takedown notices related to the Digital Millennium Copyright Act (DMCA) or similar legislation. OMRL reserves the right to remove any item referenced in an infringement notice without the prior consent or notification of the user that uploaded or disseminated the item. Further, OMRL will not be responsible for a user's legal defense or other costs associated with infringing material.

Enforcement and Penalties

OMRL users are responsible for complying with this policy. Penalties for non-compliance include, but are not limited to:

- Suspension or usage restriction on information systems.
 - First offense will result in suspension to use the resources for one month.
 - Second Offense will result in the loss of privileges for three months.
 - Third offense will result in the loss of privileges for 1 year.
 - The patron has the right to appeal by making a formal request to the Library Board for early reinstatement.
- Any illegal activity involving the Library's resources or equipment will be subject prosecution by the appropriate authorities and may result in permanent loss of privileges.
- Any damage may result in civil action and result in permanent loss of privileges.
- The Library reserves the right to take appropriate actions to ensure compliance with this policy.
- OMRL reserves the right to remove or block access to any information system, from any user or device, which adversely affects the availability or reliability of the information system or network without prior notification to the user or owner of the device.
- This policy is subject to periodic review by the Library Board.

My signature indicates that I have read and will adhere to the Library's Information Technology Acceptable Use Policy.