

CARTHAGE FREE LIBRARY COMPUTER USE POLICY and DISCLAIMER

INTRODUCTION

This document constitutes a Library policy for the management of computer data networks and the resources they make available, as well as stand-alone computers that are owned and administered by the Carthage Free Library.

GENERAL POLICIES

Computer use has become an integral part of many Library activities. While much computing is now done on individual computing resources, most information and communications systems either reside on central computers or use networks. Procedures for gaining access to and making optimum use of these resources (including the steps to be taken in lodging complaints) are available to users.

CONFIDENTIALITY

In general, the Library will treat information stored on computers as confidential (whether or not that information is protected by the computer operator system). Requests for disclosure of information will be honored only when required by local, state or federal law. (Viewing of information in the course of normal system maintenance does not constitute disclosure.)

Warning: Users of electronic mail systems should be aware that electronic mail in its present form cannot be secured and is, therefore, extremely vulnerable to unauthorized access and modification.

RESPONSIBILITIES OF USERS

The user is responsible for correct and sufficient use of the tools available for maintaining security of information stored on each computer system. The following precautions are strongly recommended:

- computer accounts, passwords and other types of authorization that are assigned to individual users (employees) should not be shared with others
- users should assign an obscure account password and change it frequently ● users shall assume full responsibility of learning to use the equipment and resources o users should understand the level of protection each computer system automatically applies to files and supplement it, if necessary, for sensitive information
- users should be aware of computer viruses and other destructive computer programs and take steps to avoid being a victim or unwitting distributor of these processes

- users are not permitted to add, delete or modify the installed hardware or software

Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. The Library assumes no liability for loss or damage to the user's data or for any damage or injury arising from invasion of the user's privacy.

ORGANIZATIONAL PURPOSES

Library computing resources are to be used to advance the Library's mission. Staff may use them only for purposes related to the discharge of their duties as employees, their official business with the Library and other Library-sanctioned activities.

The use of computer games for personal interest is not permitted on Library-work time. Personal use of email and computer programs will be on an employee's personal time and will not interfere with any work-related activity. Hard disk space should be reserved for library business and management tasks rather than for personal use.

ETHICAL USE

Computing resources should be used in accordance with the ethical standards of the Library. Examples of unacceptable use (some of which may have legal consequences) include, but are not limited to, the following:

- Violation of computer system security
- Unauthorized use of computer accounts, access codes or network identification numbers assigned to others
- Violation of software license agreements
- Violation of network usage policies and regulations
- Violation of another user's privacy
- Refraining from use of sounds and visuals which might be disruptive to others

LEGAL USE

The public and staff may use computing resources only for acceptable, legal purposes. Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment of other users
- Libeling or slandering other users
- Destruction or damage to equipment, software or data belonging to the Library or other
- Disruption or unauthorized monitoring of electronic communications

- Unauthorized copying of copyright-protected material

Violators of computing resources use policies may lose library privileges. (Staff will be subject to normal disciplinary procedures as well.) Violations of the policies described for legal and ethical use of computing resources will be dealt with in a serious and appropriate manner. Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.

DISCLAIMER

Since the Internet is a global electronic network, there is no state/county control of its users or content. The Internet and its available resources may contain material of a controversial nature. The Library cannot censor access to material nor protect users from offensive information. Parents of minor children must assume responsibility for their children's use of the Internet through the Library's connection.

Library staff cannot control the availability of information links that often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information.

The Carthage Free Library assumes no responsibility for any damages, direct or indirect, arising from use of its file server or from its connections to other Internet services through the current service provider. The Carthage Free Library makes no guarantees, either express or implied, with respect to the information available on the Internet nor is the Library responsible for any user misuse of copyright or any other violation.