



Bismarck Veterans Memorial Public Library

Bismarck Veterans Memorial Public Library Internet Access and Computer Use Policy

General Statement on Internet Access

The Bismarck Veterans Memorial Public Library (“BVMPL” or “Library”) provides computers and public access to the Internet in support of its mission to provide open access to educational, informational, recreational, and cultural resources, and to affirm its commitment to the principles of intellectual freedom as expressed in the Library Bill of Rights. Internet resources are provided by BVMPL equally to all of its patrons.

Use of Technology Protection Measures

The Library employs technology protection measures (Internet filters) through the North Dakota state network on all of its computers with Internet access. As required by the Children’s Internet Protection Act (CIPA), blocking is applied to visual depictions of materials deemed harmful to or inappropriate for minors, and to maintain the safety and security of minors utilizing the Internet. The Library may provide unfiltered Internet access to adults who request it for uses not in violation of this policy.

Privacy and Confidentiality

To ensure patron privacy and the confidentiality of library records pursuant to NDCC Section 40-38-12, the Library shall not disseminate personally identifiable information about any library user or records regarding their use of the library except in response to a court order or subpoena.

Liability

Because of the vast scope and diversity of information accessible via the Internet, the Library accepts no responsibility for: the accuracy of information found online; debts incurred by users from for-pay services through the Internet; damages resulting from loss of connectivity; breaches of personal data; and exposure to malware. It is the responsibility of users to follow local, state, and federal laws and regulations, including copyright law, while utilizing BVMPL computers and its public access to the Internet.

Guidelines for Adult Computer Use

In order to use public access computers, a patron must be age 18 or older and possess a valid BVMPL card or a card from another Central Dakota Library Network (CDLN) library. There is a daily time limit of two hours for each patron using the computer. Patrons age 13 to 17 may use the computers in the adult area with the permission of a parent or guardian.

Unpaid fees can result in restriction of computer privileges. Computer registration is blocked once a user owes \$25 or more in fines or fees.

Persons without a valid library card may show identification to obtain a guest pass granting them two hours of computer usage on the day it is obtained. Users without valid library cards may also obtain a Computer-Use Only card, which grants them two hours of computer usage per day, but does not allow regular library borrowing privileges.

Printing is available for a fee in either black & white or color from all computers in the adult area.

Computer use hours are: Monday-Thursday 9:00 AM – 8:45 PM; Friday-Saturday 9:00 AM – 5:45 PM; Sunday 1:00 PM – 5:45 PM.

Unacceptable Use

Using Library computers in an unacceptable manner is prohibited. Unacceptable use includes, but is not limited to:

- Public display of obscene material (NDCC 12.1-27.1-03.1)
- Damaging or attempting to damage computer equipment
- Interfering with BVMPL systems operations, integrity, or security
- Engaging in activities deemed unlawful according to local, state, and federal law
Please note: File sharing of copyrighted music/digital content can be illegal
- Disruptive behavior (see BVMPL's Rules of Conduct)

A patron who is observed using a computer in an unacceptable manner may be subject to:

- Ending the computer session for the day
- Temporary suspension of computer use privileges
- Permanent suspension of computer use privileges based on repeated violations
- Notification of appropriate law enforcement officials if it appears that a violation of state law or City Ordinance has occurred.

Wireless Network Access

The Library provides a separate Wi-Fi network for personal computer and mobile device connection. This is an open Internet connection, with no protection or filtering. All security is the responsibility of the user. An additional wireless network is provided for connecting computers and mobile devices in the Library's Teen Headquarters. This wireless network is filtered in compliance with the federal Children's Internet Protection Act (CIPA) mandate. All policies regarding legal and acceptable use of the Internet apply.

Guidelines for Children's Library Computer Use

Computers are available for children to use for homework, research, gaming, and other needs. These computers are filtered for children's safety. Children are required to sign in to use computers, but no library card is necessary. The time limit is up to one hour of usage one time per day. Very young children who need assistance using computers must have a caregiver in attendance.

Computers in the Children's Library may also be used by adults age 18 and over who are accompanying their children. For adults who need computer access not filtered by the children's filtering software, there are two parent computer rooms available. Adults are required to show a valid library card or photo ID. Adults with fines over \$25 are not permitted to use the parent computer rooms until the fines are below \$25. Adults must take children age 4 and under in the rooms with them. Adults with children age 5-7 may allow their children to remain outside of the room, but the door must be propped open so the adults can better monitor their children. Adults

using the parent computer rooms are responsible for their children at all times. The time limit for parent computer rooms is up to one hour of usage, one time per day.

Printing is available for a fee in either black & white or color from all computers in the Children's Library. Parents are responsible for their children's and their own printing. Printing fees are paid to the Children's Library staff.

Children's Library computers, with the exception of public access catalog stations, may not be used by adults without accompanying children.

BVMPL Laptop Checkout

The Library has laptop computers available for check out to individuals age 18 and older who hold a current BVMPL card (resident, non-resident, non-permanent temporary) in good standing and carrying no more than \$25.00 in fines. Patrons with Computer-Use Only cards and those whose computer privileges have been revoked may not check out laptops. To check out a laptop, a patron must present a BVMPL library card and a valid government-issued photo ID. The photo ID will be held at the Information Desk until the laptop is returned.

One laptop check out is allowed per patron per day for a maximum time period of four hours. Overdue fines of \$10.00 per hour will be assessed if the laptop is not returned at the end of the four hour check out period. Laptops and all included peripheral equipment must be returned to the Information Desk at least 15 minutes prior to closing. Laptops not returned by closing will be considered stolen and the police department will be notified. Laptops are available on a first-come, first-served basis; staff will not take reservations or keep waiting lists.

BVMPL laptops cannot be taken through the security gates so they cannot be used in the lobby or meeting rooms. Removal of the laptop from the main part of the Library will constitute theft and the police will be notified. Laptops must not be left unattended in the Library. If the laptop and/or its peripheral equipment are lost, stolen, or damaged, the person who checked it out will be held responsible for the replacement cost. The Library will not be responsible for lost, stolen, or damaged equipment.

Documents saved to the laptop hard drive will automatically be deleted when the computer is shut down. It is the responsibility of the user to bring a data storage device. Wireless printing is available throughout the Library.

The Library reserves the right to restrict or terminate computer use privileges of any patron who is misusing or abusing library equipment, or not acting in accordance with Library policy. All computer and Internet use policies apply to use of Library laptops.

Approved by the Library Board of Directors: 2-25-97, Amended 9-28-2006, 1-25-2007, 4-28-2011, 4-27-2017