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## Maryville Public Library Policy

### Section D: PUBLIC ACCESS & SERVICES

Subject 500: Internet Use Policy & Agreement ,  
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Last reviewed/revised: 2019

## Public Computer and Internet use Policy & Agreement

The Maryville Public Library is pleased to offer Internet-enabled public use computers and wireless Internet access to members of the public during the library's operating hours. The Internet is a global electronic network and Maryville Public Library cannot be held responsible for its content.

### Time limits on computer use

Computer stations are set to shut down five minutes before closing time. To ensure access to as many users as possible, customers may not monopolize computer resources. For this reason, the Library may limit the amount of time a customer may use a workstation.

### Privacy and Security Responsibilities of the User

The Internet is not a secure environment. Use of public computers and a public wireless Internet network carries inherent risk to users. The library cannot be held responsible for any loss of data, damage or theft of personal electronic devices, or unauthorized access to one's personal information as a result from using a public computer or network. All Library users are advised to avoid entering sensitive information on public computers, and to log off all personal accounts before leaving the Internet. The library advises users of the wireless network to keep their devices updated with security software to protect themselves. Users must also accept responsibility for protecting their own username and passwords to access the Library's computers and network.

### Limits on technical assistance with Public Use Computers and personal devices

Technology Tutoring Sessions may be available by appointment at the library desk. Outside of tech tutoring sessions, library staff members are limited to assisting library users with logging on to the network, accessing the library's electronic e-book or database collection, or with sending documents to the library's printer.

### Restrictions on sexually explicit images and sites

The library uses a filter to limit sexually explicit material in order to meet compliance with the federal Children's Internet Protection Act. To maintain a welcome and safe environment for all staff and library patrons, the Library prohibits viewing of sexually explicit materials on Public Use Computers or on personal devices in view of patrons or staff.

### Federal, State, and Local Laws

It is the users' responsibility to comply with all local, state, and federal laws including but not limited to those concerning copyright, fraud, privacy, or sexually explicit material.

### Other Prohibited Behaviors

The library is a public space shared by people of all backgrounds and ages. All users must respect the rights of others, as well as the property of the Library. Prohibited behavior includes but is not limited to:

- verbal abuse of staff or other patrons;
- disruption to library operations;
- any behavior disturbing the enjoyment of the library by other patrons;
- physical abuse of library property, including computer equipment;
- leaving children unattended;
- or any other behavior listed in the library's Expectations of Behavior Policy (Section D-100).

**Children's/Youth Use of the Internet**

Individuals under the age of 15 are required to have a parent or guardian sit with them while using the library's public use computers. As in the case with other resources in the Library, any restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. It is the responsibility of the parents/guardians to provide the oversight to ensure their children's use of the Internet in an appropriate and safe manner, including the proper use of library equipment.

**Privacy (Law Enforcement)**

The Library is committed to protecting the privacy of Internet users as stated in the Library's Privacy Policy (Section D-700). Library staff may only release information to law enforcement regarding a patron's use of the library's Internet in response to a written request of the person identified in that record, or in response to an order issued by a court of competent jurisdiction upon a finding that the disclosure of such record is necessary to protect the public safety or to prosecute a crime.

**Photo ID required.**

I have read the Maryville Public Library Public Computer and Internet Access Policy and I understand that failure to comply with this policy or any library policy may result in a loss of computer privileges, network access, and possible criminal prosecution.

Printed Name from Photo : \_\_\_\_\_

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Signature (Parent/Guardian signature if under 18)

Date