Computer Use Policy

Mt. Pleasant Public Library Computer Use Policy & Disclaimer INTRODUCTION The Library uses computer technology to facilitate staff performance in meeting the mission of the Mt. Pleasant Public Library, as well as provide patrons the means to facilitate searching for information. This document constitutes a library policy for the management of the computer data network and the resources it makes available. The policy reflects the ethical principles of the Mt. Pleasant Public Library and indicates in general, the privileges and responsibilities that are characteristic of the library computing environment. The Mt. Pleasant Public Library is committed to intellectual freedom and open access to information. We endorse the ALA Document Access to Electronic, Services, and Networks; An Interpretation of the Library Bill of Rights (Appendix I).GENERAL POLICIES Computer use is an integral part of many library activities. The library has seven computer stations that are networked through a central file server. Procedures for gaining access to and making optimum uses of these resources are available to all users. ORGANIZATIONAL PURPOSES Library computer resources are to be used to support the library's mission. Staff may use them for purposes related to the discharge of their duties as employees, their official business with the library, and other library sanctioned activities. The focus of the programs made available to the public will be to provide information or citations to information. Library computer resources will not be used for playing games, chat lines, entertainment, learning how to type, etc. The latter activities are better left to a teaching lab or home computer. CONFIDENTIALITY In general, the library will treat information stored on computers as confidential (whether or not that information is protected by the computer operating system). Requests for disclosure of information will be honored only under the following conditions: (1) When authorized by the owners of the information. (2) When required by local, state, or federal law. If disclosure is necessary, computer users will receive prior notice of such action. (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 knowledge of the tools required for maintaining the integrity and security of information stored on the computer system. The following precautions are strongly recommended:

(1) Computer passwords and other types of authorization that are assigned to individual users should not be shared with others.(2) Users should understand that certain levels of protection are necessary on each computer that will protect the integrity of the equipment.(3) 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.(4) Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. (5) Patrons will be given a copy of the Internet Use Policy when they apply for or renew their library card. The rules for Internet use by patrons are included in that policy. (Appendix II).

The library assumes no liability for loss or damage to the user's data or for any damage or injury arising from an invasion of the user's privacy.LEGAL USE

Resources on or accessed through the computers may only be used for legal purposes by the public and staff. Examples of unacceptable purposes include, but are not limited to, the following:

(1) Harassment of other users.

(2) Libeling or slandering other users.

(3) Destruction of or damage to equipment, software, or data belonging to the library or other users.

(4) Disruption or unauthorized monitoring of electronic communications.

(5) Unauthorized copying of copyright-protected material.

ETHICAL USE

The computer and all electronic resources should be used in accordance with the ethical standards of the library. Examples of unacceptable use (some of which may also have legal consequences) include, but are not limited to, the following:

(1) Violation of computer system security.

(2) Unauthorized use of computer passwords assigned to others.

(3) Violation of software license agreements.

(4) Violation of the library's Internet Use Policy.

(5) Violation of another user's privacy.

COOPERATIVE USE

The library endorses the practice of cooperative computing. This practice includes: regular deletion of unneeded files; refraining from overuse of connect time and printing or processing capacity; refraining from use of sounds and visuals which might be disruptive to others; refraining from any use of computers in an irresponsible manner.

NETWORK MAINTENANCE Due to the safety measures that are needed to secure our equipment and software from virus or outside corruption, all workstations will have a password/security program installed. Only the Network Specialist or Library Director should add, delete, or modify programs that are available on each individual unit. A complete record of contents will be kept for each workstation in case of an equipment malfunction. This record will ensure continuity of performance and make it easier to maintain our equipment. Unless authorized, no one should be adjusting or changing the internal operation of any of the library's equipment.

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