

Acceptable Use Policy for Library Technology

Sherwood Public Library

DRAFT

POLICY

Sherwood Public Library offers access to information and learning opportunities in a wide variety of formats including access to the Internet, software, library computers, and electronic devices. Tools and guidelines are used to make Internet and technology available equitably, and to ensure resources are used safely and respectfully by library users and staff.

BACKGROUND

Sherwood Public Library is a member library of Washington County Cooperative Library Services (WCCLS) and a department of the City of Sherwood. Internet at public desktop computers is provided by WCCLS. Wi-Fi is provided by Sherwood Broadband. Public desktop computers are installed and maintained by City of Sherwood and are centrally located in the library in an all-ages area adjacent to the children's area. Productivity and content-creation software is provided to the public. Separate online public access catalog computers (OPACs) are provided exclusively for searching the library's holdings and selected electronic resources.

Other tools and hardware capable of connecting to the Internet may also be made available for use during library events and classes, as well as through the collection.

REGULATIONS

Guidelines for Library Technology Use

The following rules apply:

1. Users may not use Internet access, computers, or other library property for any purposes that violate US or state laws, including copyright restrictions.
2. Users are subject to agreements from Internet and software providers.
3. Users may not interfere with or disrupt network users, services, or equipment.
Disruptions include, but are not limited to:
 - Distribution of unsolicited advertising.
 - Spreading viruses & malware.
 - Unauthorized entry to any other machine accessible via the network.
4. Users may not view, transmit, or receive material that is threatening, harassing, or obscene.
5. To maintain a safe and respectful shared space:
 - Be sensitive to the fact that you are working in a public environment shared by people of all ages.
 - Users will respect other's privacy and will refrain from attempting to view, read, or record material being used by others without permission.

- Library staff may ask a user not to access a site or display content at the public computers that is creating a hostile environment, inappropriate for minors, or otherwise creating a disturbance.
 - Headphones are required when using technology with sound, or mute sound to avoid disturbing others.
 - Food and drink are not permitted at public computers.
 - Library staff may ask a user to move to another computer to allow others to access scanners, assistive devices, and/or specialized software.
6. Filtering software is installed on all public desktop computers. No filtering technology is absolute; there is no guarantee filters will block objectionable content.
 - Filtering software set at “Adult Level” (e.g. blocking pornography, obscene content, and malicious code/spyware).
 - Wireless Internet is provided through Sherwood Broadband from the City of Sherwood and is not filtered.
 - The Internet is a global entity with a highly diverse user population and information content; not all sources on the Internet provide accurate, complete, or current information.
 7. Users may not alter hardware and/or software configurations of library computers.
 8. Most executable file installations are blocked. If a specific software application is needed, it must go through an approval process with library staff and the IT department. Approval is not guaranteed. Time required to review and possibly install will depend upon the available staff to respond to the request, financial considerations, and applicability in a public library.
 9. Adjusting settings for accessibility and language is allowed and staff can assist with this. Settings will revert to defaults at log out.
 10. Library computers employ a time & print management system. Library staff reserve the right to limit computer time.
 11. See the [Sherwood Public Library Behavior Policy](#) for additional regulations.

Privacy & Security

- Collecting or maintaining records that could compromise the privacy of library patrons is avoided. Staff will only disclose your records as required by law.
- The public computers have measures in place to clear the content of each user’s session. It is the responsibility of the user to verify personal information has been deleted and report any problems to staff. There is no guarantee that all user data will be cleared every time. Staff will follow legal advice if identity theft is at risk.
- Library public computers are in a public area and offer little privacy for the individual user. Laptops and Wi-Fi hotspots may be available for checkout to use outside of the library.
- Users should be aware that it is their responsibility to protect their privacy while sending information via the Internet; take care with interactions involving personal information. Be aware that as with any online connectivity, there is a possibility of interception of information or illegal access by malicious users or software.

- Any damage, theft, loss of data, or liability that may occur while using library equipment or Internet services is the responsibility of the user.
- Additional privacy statements for library services can be found at www.wcls.org/about/wcls-privacy-statement.

Intellectual Freedom

- Sherwood Public Library follows the principles documented in the American Library Association's *Code of Ethics*¹, *Library Bill of Rights*², *the Freedom to Read Statement*³, *The Freedom to View Statement*⁴, *the Access to Library Resources and Services for Minors*⁵, and *Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights*⁶ in versions below and founded in the First Amendment to the Constitution of the United States.
- The library upholds the constitutional right of the individual to access information, even though the content may be controversial or unacceptable to others, and for individuals to make their own judgments about information without restricting the freedom of others to read, view, or inquire.
- Adults have the right to access to unfiltered content, without justification, and in a timely manner. Minors also retain the right to access constitutionally protected information and, at a minimum, have the right to ask staff to provide access to erroneously blocked information in a timely and confidential manner. Records of these requests will not contain personally identifiable information.
- Sherwood Public Library does not stand *in loco parentis*. Parents and guardians, not the library, have the responsibility to guide and direct the reading, listening, viewing, playing, creating, and Internet browsing choices of their minor children. All library users, regardless of age, have the right to access technology in the library.
- Obscene content is not protected speech and is not allowed in the library (See ORS 167.051).

PROCEDURES

Log-in & Reservations

- Users of the library's Internet computers may use a Washington County Library card or Guest Pass to log on to the computers.
- Public computer sessions are for up to two hours, or until 10 minutes before closing time. Time may be extended by library staff if availability and open hours

¹ American Library Association (2021). Code of Ethics. Retrieved from www.ala.org/tools/ethics

² American Library Association (2019). Library Bill of Rights. Retrieved from www.ala.org/advocacy/intfreedom/librarybill.

³ American Library Association (2004). The Freedom to Read Statement. Retrieved from www.ala.org/advocacy/intfreedom/freedomreadstatement.

⁴ American Library Association (1990). The Freedom to View Statement. Retrieved from www.ala.org/advocacy/intfreedom/freedomviewstatement.

⁵ American Library Association (2019). Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights. Retrieved from www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors

⁶ American Library Association (2019). Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights. Retrieved from www.ala.org/advocacy/intfreedom/librarybill/interpretations/digital.

allow. A 15-minute express computer station is also available.

- Computers are available first come, first served. See staff for reservations.
- Users may not use someone else's library card, or both a library card and guest pass.

Printing, Copying & Scanning

- Black & White copying / printing is free for the first single-sided 25 pages each day and \$0.10 per side after that. Color copying / printing is \$0.50 per side.
- Wireless printing, "Print from Anywhere", is provided through WCCLS. See wccls.org/printfromanywhere.
- 3D printing services are available and additional fees and procedures apply.
- A scanner is available for in-library use.
- Printing, copying, and scanning is subject to the requirements of copyright laws. The user is responsible for ensuring compliance with these and other laws.

Assistance

- Accessibility devices are provided, such as a large print keyboard and track ball mouse. For additional accommodations, see staff.
- Library staff offer Tech Help sessions in English and Spanish by appointment.
- Computer classes are routinely offered at beginning and intermediate levels.
- Library staff may be able to assist with other technical assistance (restrictions apply) or refer users to resources for further study.
- Equipment is available for use in the library. E.g. USB drives (fees apply), charging cables, and disc drives.
- Test proctoring services are provided (restrictions apply). See staff or the library website for details.

Enforcement & Restrictions

- Staff are authorized to take immediate action to enforce the above rules.
- If illegal activity is suspected, law enforcement will be contacted. Equipment may be confiscated, including any removable media.
- Failure to comply with library policies may result in a loss of computer access and/or library access. See Behavior Policy for information about exclusions and the appeal process.

History

Replaces Public Computer and Internet Use Policy from 2006.

Policy reviewed by City IT Director January, 2020.

Policy reviewed by City Attorney February, 2020.

Approved by Library Advisory Board on February 19, 2020.

Library Staff review and revisions—March, 2024.

Policy reviewed by Library Advisory Board _____

Policy reviewed by City Attorney and City Administration _____

Policy adopted by City Council _____

Resources for review purposes only:

- Hillsboro Public Library policy: <https://www.hillsboro-oregon.gov/our-city/departments/library/about-the-library/policies/internet-and-computers>
- Beaverton City Library policy: <https://www.beavertonlibrary.org/DocumentCenter/View/7571/Public-Computer-Wifi-and-Internet-Use-Policy>
- Multnomah County Library policy:
 - <https://multcolib.org/policies/wi-fi-policies> &
 - <https://multcolib.org/policies/acceptable-use-internet-and-library-public-computers>
- ORS https://oregon.public.law/statutes/ors_167.080#:~:text=Any%20book%2C%20magazine%2C%20paperback%2C,sexual%20excitement%20or%20somasochistic%20abuse.

DRAFT