**Internet  Use Policy**                                                              **Policy #206**
**Section: Library Services**
**Adopted: Dec. '98**
**Revised**

To fulfill its mission of providing free and equal access to information, knowledge, independent learning and the joy of reading to our diverse community, the San Francisco Public Library provides access to the Internet.

## The Internet

The Internet consists of information on a wide range of topics provided by millions of individuals and organizations around the world.

## Disclaimer

Links to Internet sites can be found on the home web pages designed by the staff of the San Francisco Public Library. The Library follows its materials selection guidelines in linking other web sites to its home pages. Beyond this, the Library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. Any link from the Library's web site to another web site is not an endorsement from the Library. The Library does not warrant that its web site, the server that makes it available, or any links from its site to other web sites are free of viruses or other harmful components.

## User Responsibility

The Library does not monitor or control the content of the material accessed through the Internet and cannot be held responsible for its contents. Not all information found on the Internet is accurate, complete, up-to-date, legal or philosophically acceptable to all individuals. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet, or any communications sent through the Library's Internet terminals. The Library does not monitor an individual's use of the Internet; nor does the Library employ filtering software.


**Internet Use Policy**

## Access and Usage

The Library does not provide e-mail accounts to users; however, users with existing e-mail accounts may access their accounts through the Library's Internet terminals. The Library assumes no responsibility and shall have no liability for any claims or damages which result from the provision of such access to users.

As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.

Use of the Library's terminals for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws. The Library expects all users to comply with such laws.

The Library has developed guidelines for acceptable use of Library resources, equipment and facilities (12/98 Guidelines). In addition, the Library Commission has adopted "Rules of Conduct" for the Library (Policy # SFPL-301, 12/90). Any users of the Library's Internet terminals must follow the Library Guidelines and Rules of Conduct.

Guidelines for Use of Computer Terminals

Purpose:
1. To provide all interested Library users with access to the Library catalog, various databases and Internet connections.
2. To discourage a few individuals from monopolizing computer workstations thereby hindering the ability of others to make use of these resources.
3. To provide Staff with a method to modify consistently and equitably individuals' inappropriate behavior.

Application:
1. Individuals may use a public workstation for a period of time (for example, thirty minutes) specified by the Branch/Floor Manager.
2. Library Staff may make exceptions to time limits when demand is light or heavy. Terminals which access only the Library catalog may be exempted from any time limit.
3. At some Library workstations, a printer is available. A Branch/Floor Manager may limit use of such stations to be used only by patrons who are ready to print. There is a charge for printing.
4. Access to the Internet or to particular kinds of activity (for example, e-mail, chat rooms, game playing) may be limited or prohibited at the discretion of a Branch/Floor Manager to allow for easier access to the Library's catalog and other databases.
5. More than one individual may use the same workstation so long as this does not disrupt others in the Library.
6. After an individual has occupied a workstation for the time limit, s/he must relinquish the workstation.
7. Users of computer workstations are expected to be alert to others who may wish to use the equipment. Individuals will lose their Library privileges if they intimidate or otherwise discourage others from exercising their right to use the computer.
8. Downloading is available at some stations. Files downloaded from the Internet may contain a virus; neither the San Francisco Public Library nor any of its vendors shall be held responsible for any loss of data, damage or liability that may occur from an individual's use of a Library computer.

Procedures:

1. Any limit or sign-up requirement shall be clearly posted.

2. Any individual who violates these guidelines (for example, using a false name or signature or otherwise trying to circumvent limits) may lose his/her Library privileges.