ELECTRONIC RESOURCES
AT THE LIBRARY

The library provides customers with computer workstations that offer a variety of computer based tools, as well as Internet access. A library card and pin number (usually the last four digits of the phone number when you registered) is required for all Internet computers. The library cannot assure the validity of Internet information, nor can it protect the public from offensive material. Currently, all computers are filtered to some degree. Some filtering can be turned off by staff at the request of customers 18 years and older. The Library recommends that parents and guardians accompany and supervise their children in using the Internet.

If you owe more than $10 in fines and fees you will not be able to use the Internet computers.

Library staff cannot provide detailed help or individual instruction on the use of the Internet or Web sites the customer may be accessing. Staff may provide general assistance as time and personnel allow.

INTERNET PERMISSION AND ACCESS LEVELS:

- *Full* Adult Internet access – All workstations are filtered and restrict access to inappropriate sites. This software is not effective in blocking all questionable sites, however a staff member is on duty at all times and anyone looking at inappropriate sites will be asked to stop. Some filters can be turned off by staff at the request of customers 18 years and older.

- *Limited* filtered Internet access – All workstations are filtered and restrict access to inappropriate sites. This software is not effective in blocking all questionable sites, however a staff member is on duty at all times and anyone looking at inappropriate sites will be asked to stop. Repeat offenders will have their computer usage blocked according to library policy.

- *No Internet Access* – allows children to use the MS Office computers (Ovitt and Colony) and the Technology Center computers (Ovitt Library). The Office computers don't require you to login.

GUIDELINES:
1. Computer access is on a first-come first-served basis, maximum of two people at each workstation. Staff may make exceptions for families or specific circumstances.
2. A pin number is required to use the Internet computers. The pin number is usually the last four digits of the person's phone number given when registering for a library card.
3. Waiting customers must remain in the vicinity of the computers. If you do not sign on to the computers during your assigned time you will need to make another reservation.
4. The Ontario City Library is not liable for costs incurred through use of fee-based services.
5. Files may only be downloaded onto a flashdrive. If you need a flashdrive you may purchase one at the circulation desk.
6. <u>Ovitt Library:</u>　　　Files may be printed and copied in the Copy Center.
   　　　　　　　　　　Copies: Black and White – 15¢ per page with library card
   　　　　　　　　　　　　　　　　　20¢ per page without library card
   　　　　　　　　　　　　　　Color – 50¢ per page with library card only
   　<u>Colony Library:</u>　　Copies: Black and White – 15¢ per page with library card only
   　　　　　　　　　　　　　　Color – 50¢ per page with library card only

7. The Ontario City Library <u>will limit use</u> of all Internet workstations to a maximum of one hour per day per person. On request library customers <u>must</u> show their library card to the appropriate staff member and adults must present a photo ID.

MISUSE
1. Use of a Library Card belonging to another person will result in the loss of Internet privileges for <u>both</u> parties.
2. Materials copied from electronic sources may be subject to copyright laws; responsibility for the consequences of copyright infringement lies with the user, not the Ontario City Library.
3. Customers shall not access material that is obscene or includes child pornography. Such use will result in loss of Internet privileges.
4. Customers shall not display material that is harmful to minors.

AUTHORITY
The Library Director is authorized to make changes to these procedures to provide for the fair and best use of the electronic resources. Changes may be made as needed and without any advance notice.

OVITT FAMILY COMMUNITY LIBRARY

INTERNET COMPUTER CENTER
There are numerous one hour Internet computer workstations and one stand-up fifteen minute workstation. These workstations are for students age 14-17 whose parent has granted them Internet access and for adults over 18. Library Computer Monitors are on duty to provide basic assistance with the computers and with printing.

CHILDREN'S COMPUTER CENTER
The Children's Computer Lab is for use by children 13 years of age and younger. A Computer Monitor is on duty when the Lab is open (call Children's Services for hours 909.395.2207). Adults may not use the computers in the Children's Computer Center. Parents may sit with the children to help them. The Children's Computer Center has filtered computers with Internet and Microsoft Office (Word, Excel, Picture Manager, Publisher, Access and PowerPoint).

CHILDREN'S SERVICES
There are AWE educational game computers in the Children's area. Please sign up at the Children's Services Desk. Children are asked to limit their use to 30 minutes.

MICROSOFT OFFICE COMPUTERS
Anyone can use the Microsoft Office computers without logging on to them. These computers are located at various places in the library and do not have Internet access. If you want to save any of your documents please bring a flash drive/thumb drive to save it on. If you want to print you will need to have a library card.

TECHNOLOGY CENTER COMPUTERS
These computers are located downstairs and are available to anyone. They do not have Internet access. These computers have various learning software such as: typing, algebra, biology, and how to use MS Office. You need to bring your own headphones to listen to the instructions from the programs.

WIRELESS
Wireless access is available throughout the building using your Ontario City Library card and pin number. Wireless access is also filtered but some of the filtering can be turned off by staff at the request of customers 18 years and older.

COPY CENTER
Prints or copies can be obtained in the copy center using your library card or by paying cash. Prints or copies can also be obtained downstairs and in the Children's Computer Center using your library card.

COLONY HIGH BRANCH LIBRARY

The Colony Library has filtered workstations. These filters can be turned off by staff at the request of customers 18 years and older. One of the workstations is limited to fifteen minutes; the others can be used for up to one hour.

There is an AWE educational/game computer located by the picture books for children to use at the Colony Library.

Prints or copies can be made using your Ontario City Library Card, no cash or credit.

NEIGHBORHOOD CHILDREN'S INTERNET PROTECTION ACT (NCIPA) INTERNET SAFETY POLICY
In accordance with the NCIPA Internet Safety Policy, the Ontario City Library has adopted the following guidelines for Internet access by minors under 18 years of age:
1. Minors shall not access material that is obscene, pornographic, child pornography, "harmful to minors," or otherwise inappropriate for educational use.
2. Minors shall not use library resources to engage in "hacking" or attempts to otherwise compromise system security.
3. Minors shall not engage in any illegal activities on the Internet.
4. Minors should use caution in their use of electronic mail, chat rooms, and other forms of direct electronic communications, as these forms of communication can expose minors to dangerous situations.
5. Minors should never disclose personal information, such as name, school, address, and telephone numbers to strangers on the Internet.

Minors are expected to use the Internet as an educational resource. Any violation of the above library policy and rules may result in loss of library-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Adopted by Ontario City Library Board of Trustees, July 2002
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