

# Chandler Public Library

## Electronic Resources Acceptable Use Policy

### Statement of Purpose

The Chandler Public Library offers access to a variety of electronic resources, both standalone and networked, to serve the informational needs of the Library's constituency. These resources include CD-ROM products, locally mounted databases and software, and networked databases and software. The Library's goal is to make these resources convenient, easy-to-use, and readily available to all users of the Library. Certain practices may limit the availability or convenient use of resources and are deemed unacceptable by the Library. Examples of unacceptable use include, but are not limited to, the following:

- Monopolizing an electronic resource when others are waiting to use that resource;
- Harassing or disrupting users of electronic resources
- Projecting sounds or displaying images which might be disruptive to others
- Altering software or hardware configurations
- Violating software license agreements
- Violating network usage policies and regulations
- Violating computer system security
- Violating another user's privacy
- Violating local, state (ARS [13-3501](#), [13-3502](#), [13-3506](#), [13-3507](#)) and federal laws and regulations regarding the access, display or transmission of explicit sexual materials.

### Access to Internet and External Networks

The Chandler Public Library provides access to external resources available on the Internet. Through these resources, Library users may obtain information not available in the Library's own collection. To access these resources, users must present a current Chandler Library card. Material accessed from the Internet may be personally, professionally, and culturally enriching to persons of all ages. However, since the Internet is a global electronic network and there is no centralized control of its users or content, the Internet and its available resources may contain material that is controversial, offensive, disturbing, erroneous, or illegal. In compliance with Arizona law (ARS [13-3501](#), [13-3502](#), [13-3506](#), and [13-3507](#)), public access computers in the library are equipped with filtering software that attempts to prevent access to material that is harmful to minors. This software cannot guarantee that users will be fully protected from offensive information. Therefore, parents of minor children must assume responsibility for their children's use of the Internet through the Library's connection.

Library staff cannot control the availability of information links that often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information.

The Chandler Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its connections to Internet services.

## **Legal Use**

All users of Internet access at the Chandler Public Library are expected to act responsibly. Any violation of this policy, the laws of the state of Arizona, and/or federal statutes may result in the suspension of Internet access privileges and/or reporting to an appropriate legal authority. Examples of unacceptable uses include, but are not limited to, the following:

- Harassing other users;
- Libeling or slandering other users;
- Destroying or damaging equipment , software, or data belonging to the Library or other users, a violation of Arizona law ([ARS 13-2316](#));
- Disrupting or unauthorized monitoring of electronic communications;
- Unauthorized copying of copyright-protected material.
- Viewing or downloading obscene materials.

## **Sanctions**

Violators of electronic resources use policies may lose library privileges and may be required to compensate for damages. Violators of the policies described above for legal and ethical use of electronic resources will be dealt with in a serious and appropriate manner. Any person subjected to disciplinary actions by the Library may appeal such actions by submitting a written request for review of the incident to the Community Services Director, who will review the case and make final determination. Illegal acts involving Library electronic resources may also be subject to prosecution by local, state, or federal authorities.

## **Confidentiality**

In general, the Library will treat information stored on public 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 one of the following conditions:

- when approved by the appropriate Library Administrator;
- when authorized by the owners of the information;
- when required by local, state or federal law.

Except when inappropriate, computer users will receive prior notice of such disclosures. (Viewing of information in the course of normal system maintenance does not constitute disclosure.)

**Warning: Users of electronic mail system should be aware that electronic mail in its present form cannot be secured and is, therefore, extremely vulnerable to unauthorized access and modification.**