

# **Library - Acceptable Use of Electronic Information Systems**

## **I. Introduction**

Glendale Public Library provides access to electronic information systems, including computers, computer peripherals, computer networks, software, and data, to library customers (hereafter “Users”) in accordance with its Mission (Addendum 1).

Use of the library’s systems shall be consistent with its goals, policies, and procedures, and with applicable local, state, federal, and international laws. Users of the library’s systems shall not interfere with the operations, integrity, or security of those systems, nor otherwise inhibit normal library activities.

Glendale Public Library reserves the right to alter the provisions of this policy and to change the conditions of use of its electronic information systems, in accordance with its Mission and/or applicable laws. The library reserves the right to terminate or change, without notice, the nature of access to specific electronic resources, in accordance with its Mission and/or applicable laws.

## **II. Limitation of liability**

### **A. General disclaimer**

Glendale Public Library disclaims any warranty of the accuracy, authoritativeness, timeliness, or usefulness of the information obtained from its electronic information systems. Glendale Public Library shall have no liability for any direct, indirect, or consequential damages related to the use of the information contained in, or obtained through, its electronic information systems.

As is the case with printed materials, materials accessed through electronic information systems may not be accurate, complete, or current. The library encourages users to evaluate electronic materials just as they do printed materials.

Glendale Public Library shall have no liability for any direct, indirect, or consequential damages related to the use of personal laptops, mobile devices, or any other electronic device when connected to the library’s charging stations, electrical outlets and/or the WiFi network.

### **B. Access to external networks**

Glendale Public Library provides access to external computer networks, such as the Internet, which may enable the library and its users to obtain information not contained in the library’s own collection of resources. External networks offer access to material

that is personally, professionally, and culturally enriching to individuals of all ages. However, the material may be unregulated and may contain information that is controversial, offensive, disturbing, erroneous, or illegal. Glendale Public Library has no control over the information on external networks and shall not be held responsible for the content, presentation, or use of that information.

As is the case with access to other materials in the library's collection, any restriction of a minor's access to, or use of, external networks shall be the responsibility of the minor's parent or legal guardian.

The library will post this disclaimer (Addendum 2) on its Internet web site.

### **C. Links to Internet sites**

Glendale Public Library, through its Internet home page, provides links to useful Internet web sites, which, in turn, may be linked to other sites. In choosing links, Glendale Public Library follows generally accepted public library practices. However, due to the unregulated nature of the Internet, the library cannot monitor the sites to which it links, nor any subsequent links, and is not responsible for the content or availability of those sites.

### **D. Use of copyrighted materials**

Glendale Public Library provides access to copyrighted materials, including copyrighted electronic materials. Responsibility for the consequences of copyright infringement shall lie with the user. Glendale Public Library expressly disclaims liability or responsibility resulting from copyright infringement by users.

### **E. Computer "viruses", "worms", and "trojan horses"**

External computers and networks may be unregulated and may contain "viruses", "worms", or "trojan horses" potentially harmful to users' computer systems. Responsibility for identifying and eliminating viruses, worms, and trojan horses in data or files downloaded from the library's electronic information systems shall lie with the user. Glendale Public Library expressly disclaims liability or responsibility for damages resulting from viruses, worms, or trojan horses contained in transmissions, data, files, or programs obtained from or through the library's electronic information systems. The library recommends that users employ checking and scanning software to identify and eliminate viruses, worms, and trojan horses in any data, files, or programs they obtain from sources that may be unregulated.

## **III. Responsibilities of users**

## **A. Ethical use**

Users of Glendale Public Library's electronic information systems shall employ them in an ethical manner. Unethical behavior includes:

- violating the security of any computer system,
- obtaining or employing, without authorization, computer access codes, passwords, or identification numbers assigned to others,
- removing, damaging, or destroying computer hardware and/or peripheral equipment and accessories,
- using the library's electronic information systems in ways that unnecessarily impede the information gathering activities of others, such as by monopolizing one or more computer workstations,
- using the library's electronic information systems in ways that create a hostile environment for others, and
- violating the privacy of other users.

## **B. Legal use**

Users of Glendale Public Library's electronic information systems shall employ them for legal purposes. Illegal purposes include using the systems to:

- harass or stalk other persons,
- libel or slander other persons,
- violate Arizona law (ARS 13-2316) by damaging, destroying, or altering, without authorization, any computer or electronic equipment, software, or data belonging to the library, other persons, or other organizations,
- violate the terms of the licenses under which the library offers the use of software and data,
- infringe copyrights of materials, or
- disrupt or monitor, without authorization, electronic communications.

## **C. Conditions of use**

To ensure that use of Glendale Public Library's electronic information systems is consistent with its Mission and with the legal and ethical standards set forth above, and to ensure a safe educational Internet experience for minors, the City of Glendale and Glendale Public Library have established the following conditions of use:

- Users shall have access to the library's electronic information systems on a first-come, first-served basis.
- Users shall limit their use of the library's electronic information systems by observing all posted time limits. The library system as a whole, or each individual location and/or department, shall have the discretion to impose time limits, and to select the method of monitoring time limits.

- Users shall understand that the library employs a website filtering application in accordance with the [Children's Internet Protection Act \(CIPA\)](#), which, at any time, can limit or deter accessibility to websites deemed as malicious or potentially damaging to the library's computer system.
- Users shall not attempt to change, upload, install, set up, run, or execute any setting, program, or software not authorized by the library on any of the library's electronic information systems.
- In accordance with US law (US Code, Title 17), users shall not reproduce or distribute copyrighted materials without the permission of the copyright holder.
- Users shall refrain from violating local, state (ARS 13-3501, 13-3506, 13-3507, 13-3508, and 13-3707), and federal laws and regulations regarding the access, display or transmission of explicit sexual materials.

The library will post the above conditions of use in several prominent places in the library.

#### **IV. Sanctions**

Users who violate Glendale Public Library's ethical use or legal use policies, or who refuse to comply with the conditions of use, will be asked to leave the library, and may lose library privileges. Users who employ the library's electronic information systems to commit illegal acts may also be subject to prosecution by local, state, or federal authorities.

#### **V. Responsibilities of the library**

##### **A. Confidentiality of use**

Transaction logs and any other information that can be used to identify a user with specific data, files, or programs, or other electronic materials, are considered by Glendale Public Library to be confidential and shall not be divulged to anyone other than the user, except as otherwise provided herein.

All users are advised that such records shall not be made available to any agency of local, state, or federal government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, local, state, or federal law relating to criminal, civil, or administrative procedures or legislative investigatory power.

##### **B. Notice**

Glendale Public Library shall provide notice of the provisions of this policy and make available both electronic and paper copies of this policy may be found at our public service desks.

## **VI. Acknowledgments**

Glendale Public Library gratefully acknowledges those public libraries from which it received advice in developing this policy, and from which it adapted some of the language used in it. Gratitude is owed to St. Joseph County Public Library (South Bend, Indiana), Kansas City Public Library (Missouri), Sacramento Public Library, Seminole County Public Library (Florida), Berkeley Public Library, and Spokane Public Library; and, in Arizona, to Prescott Public Library, Maricopa County Library District, and Phoenix Public Library.

## **Addenda**

### **Addendum 1: Mission Statement**

The mission of City of Glendale is to improve the lives of the people we serve every day. The Glendale Public Library System as a service-oriented organization, is to provide free and equal access, without prejudice and discrimination, to each man, woman and child in the community. Residents receive courteous and professional services that will:

- Make available the materials (in multi-languages), programs and services needed to meet their recreational needs
- Provide the most current technology and informational services needed to answer their questions
- Assist everyone to continue to grow and learn throughout their lives
- Enable people to gain a better understanding of their own cultural heritage and the cultural heritage of others
- Offer space for community interaction
- Provide information that helps in the development of careers, non-profits and businesses

### **Addendum 2: Internet & Technology use at the library - Disclaimer**

The Internet is a global electronic information network which is not regulated by any local, state, federal, or international authority. Materials found on the Internet may contain information that is controversial, offensive, disturbing, erroneous, or illegal. Glendale Public Library disclaims any warranty of the accuracy, authoritativeness, timeliness, or usefulness of the materials, and shall have no liability for any direct, indirect, or consequential damages related to use of these materials.

Users who access the Internet at Glendale Public Library are required to conduct themselves in an ethical and legal manner, and to adhere to the conditions of use set forth in the library's policy, Acceptable Use of Electronic Information Systems.

Access to, or use of, the Internet by minor children is solely the responsibility of the parent or legal guardian. Parents or legal guardians are encouraged to read the safety guidelines for children and teens online, available from the [Federal Bureau of Investigation](#).

Glendale Public Library shall have no liability for any direct, indirect, or consequential damages related to the use of personal laptops, mobile devices, or any other electronic device when connected to the library's charging stations, electrical outlets and/or the WiFi network.

Revised and adopted Oct. 21, 1999, Oct. 19, 2000, Jan. 17, 2008 and March 13, 2019, by the Glendale Public Library Advisory Board.

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