Use of the Internet should conform to the Library's *Rules of Conduct* and should not be disruptive, malicious, or destructive. Failure to observe Internet Use Procedures or Library Rules of Conduct may result in suspension of Library privileges.

INTERNET USE PROCEDURES

Valid Library Card

- A valid Santa Monica Public library card, or Internet card, in good standing (under the fine threshold and not blocked) is required to use the Internet.
- A patron is required to log on to an Internet using *his or her own Library Card*. Using another patron's card for Internet access is prohibited and can result in a loss of library privileges.

Care and Use of Library Equipment

- Patrons shall not remove or reposition the privacy screens on Library Internet Stations.
- Patrons shall not alter software configurations or install software on any Library workstation.
- The Library cannot guarantee that an operating Internet computer and/or printer is available.
- The Library will not extend time limits in response to hardware failures or the failure to save one's work.

Patron Assistance and Instruction

- Library staff may be able to help with basic computer use, but we cannot provide information on the use of each application and may not be able to help patrons with specific problems in given applications.
- Patrons who require one-on-one guidance are encouraged to sign up for one or more of the Library's free Computer Classes, if available.

Time Limits

- Use of Internet Stations is limited to a maximum daily allotment of 60 minutes, subject to workstation availability.
- Individual sessions can be scheduled for up to 60 minutes.
- There is no set limit on the number of sessions per day. Patrons may choose to end a session early and bank their remaining daily allowance for use later in the day.
- The Main Library has a zone of four workstations (on the 1st Floor near the South Entrance and in the Reading Room) that are designated as 15 minute Express Stations. These stations are not reservable, and are exclusively available for walk-up patrons. Please ask staff at the Customer Service desk for a Guest Pass to use these stations. Time used on the Express Station may count toward your daily 60

minute allotment. Multiple sequential sessions at the same Express Station are not permitted. Express pass is limited to only one express pass per person per day.

- The user has a five minute grace period to log on to an assigned workstation. Failure to log in during the five minute window will cause the reservation to be cancelled.

- To preserve time remaining on your daily limit, click the End Session button at the end of each use.
- If a user's reserved time is over and additional time has not been granted by the reservation system, the system will automatically close all programs on the computer. The computer will provide warnings when a user's session is about to end.
- Internet Stations automatically shut down 10 minutes before closing and cannot be reset by staff.

Saving Your Work

- Users are responsible for intermittently saving their work to a portable storage device or online account. Options for saving data files include, but are not limited to: storage via e-mail or other Internet service, CD-Rs and USB storage devices. The Library is not responsible for lost data.
- Data stored on Library computers will be purged at the end of the session.

INTERNET USE POLICIES

Access to Electronic Content

- In keeping with the Santa Monica Public Library mission to help support an informed and educated community, the Library provides free public access to resources on the Internet. The Library adheres to the American Library Association's policy statement: *Access to Electronic Information, Services, and Networks:* an interpretation of the LIBRARY BILL OF RIGHTS , which supports the right of individuals to choose library materials for themselves, including those in electronic formats.
- By providing the Internet, Library users are able to expand their access to information far beyond the Library's budgetary or space constraints. In choosing sources to link to the Santa Monica Public Library home page, Library staff follow accepted library selection criteria for electronic resources. Not all sources on the Internet, however, provide accurate, complete, or current information. Each user must evaluate the validity and usefulness of information found on the Internet.
- The Library does not monitor and has no control over information accessed through the Internet and cannot be held responsible for its content. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

- Materials obtained or copied from the Internet may be subject to copyright laws. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user. The Santa Monica Public Library expressly disclaims any liability or responsibility resulting from such use.

Children's Internet Use

- As with all other library materials, children's access to and use of the Internet is the sole responsibility of the child's parent or legal guardian. The Internet may provide access to information, content and services some of which parents may feel is inappropriate or objectionable for their own children. The Library and its staff cannot censor access to materials or prevent users from encountering materials on the Internet that they may find offensive. Parents should let their children know about information, content and services on the Internet that they do not want them to access or use. Or, parents should supervise their own child's Internet sessions at the Library.
- For more information on children and the Internet, visit *GetNetWise: Kids' Safety at* http://kids.getnetwise.org .