

Internet Usage and Safety Policy

(Updated 1/2007)

The Tulsa City-County Library offers public access to the World Wide Web via the Internet. This global electronic network may contain materials which are out-of-date, illegal, controversial or offensive to individuals. Although the library system cannot assure the accuracy or timeliness of the information, we do provide easy links to selected sites which we believe are authoritative and reliable via our web site.

In order to use library Internet computers, a customer must have a valid Tulsa City-County Library card. There is a daily time limit for each customer using the computers. Customers are only allowed to use their own card, issued in their name, to access the computers and abide by the time limits associated with one card. Customers may not lend their card, sell their time, or otherwise transfer their daily Internet time/usage privileges to any other user.

All Internet resources accessible through the library are provided equally to all library users.

It is the responsibility of the user to respect copyright laws and licensing agreements, and to assume responsibility for payment for any fee-based service.

Acceptable use includes respect for other users and their privacy and maintenance of the integrity of the computer system.

Unacceptable use includes "hacking" or using the Internet for any illegal purpose, displaying or transmitting obscene or threatening material and using the system in a manner that precludes or hampers its use by others.

The library uses a technology protection measure (or "Internet filter") on all computers with Internet access. It is used to assist in preventing access to sites which violate Oklahoma State Statutes Title 21-1021-21-1024.4 and Title 21-1040.75-21-1040.77, otherwise known as "harmful to minors law." As required by the Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 and 47 USC 254(h), blocking is applied to visual depictions of materials deemed obscene or child pornography or to any material deemed harmful to minors (as those terms are defined in the U.S. Code). Subject to staff supervision, the filter may be temporarily disabled only for bona fide research or other lawful purposes. Additionally, the Library may use the filter to block certain categories of sites for the protection of the network and PCs (for example sites that use malicious code to "hijack" a computer's settings or install spyware).

Customers may request changes in access to specific sites. While the library does filter all PCs, both staff and customer, the library cannot guarantee the effectiveness of said filter. Customers wishing reconsideration of sites should complete a *Citizen's Request for a Change in Internet Access* form. The forms are available at all Tulsa City-County Libraries and via the Library web site. All such requests go to the Library's IT Director who, with a committee of staff members, evaluates the site in light of the customer's request to make a decision. If an individual is not satisfied with the action taken, he/she may appeal to the CEO.

We strongly recommend that parents supervise their child's Internet sessions and let them know if there are materials which they should not access. Parents should also advise their children of safety and security issues when using the Internet, and warn them against the disclosure of personal information when using electronic mail, chat rooms and other forms of direct electronic communications.

Failure to abide by these policies will result in the loss of Internet privileges.

Parental Preference Option for Internet Access

(August, 2006)

The Tulsa City-County Library provides access to the Internet/World Wide Web via computers in every library location. This global electronic network may contain materials which are out-of-date, controversial or offensive to individuals. For this reason, parents may choose not to allow their minor (under age 18) child(ren) to have access to this service.

By default, all minors will have access to the Internet on library computers. All Internet access is filtered on all library computers. To use this service, the parent or legal guardian must "opt in" for the minor in person at one of our 25 library locations.

If obtaining a library card for a minor for the first time, the library card application form has a space for the parent to request that their child not be allowed to access the Internet via library computers. For those minors who already have library cards, the parent may request the removal of Internet access from the child's card. The parent may also change that status back to allowing the minor Internet access. Changes must be made in writing.

Minors whose access to the Internet has been removed would still be allowed to access the other programs on library computers. In addition, because any technology can be defeated, this policy represents a good faith effort on the part of the library to comply with the parent's wishes rather than a guarantee that the minor will not find a way to work around this policy. As with other violations of our computer usage policies, violation of the policy may result in denial of usage of library computers for a defined period of time.

Computer Usage Policy

- The Tulsa City-County Library (TCCL) owns and maintains a number of computers in order to further the mission of the library. Some of these computers are designated as public access terminals while others are for staff use only.
- Maintaining library computers is the responsibility of TCCL's Information Technology (IT) Department. IT staff will work with and support the use of software that is approved by the licensor or licensed for use by TCCL. Software not licensed or approved by TCCL is not appropriate for use on library computers.

Use of Library Computer Labs by Outside Groups

The Library's computer labs are available for use by companies and organizations. The rooms are not available to businesses for the purpose of offering classes to the public for a fee, only for staff training.

Since the rooms are also used for Library-sponsored classes for staff and the public, outside groups may not book the rooms for more than two (2) consecutive days in a week nor may they reserve the rooms more than six (6) weeks in advance. The labs are only available during the libraries' hours of operation. The organization will be financially responsible for damages to the equipment, reasonable wear and tear excepted.

A library staff member must install any special software and uninstall it once the session is over. If a group has a need of this type, there will be a charge of \$100 per hour with a minimum of two hours (\$200).