

# **BELLE FOURCHE PUBLIC LIBRARY INTERNET USAGE & SAFETY POLICY**

The mission of the Belle Fourche Public Library is to serve the community by making available print materials, audio and video materials and to satisfy information needs, provide recreational activities and promote an unrestricted flow of ideas.

The library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the library's other resources. The internet, as an informational resource, enables the library to provide information beyond the confines of its own collection. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal.

The library upholds and affirms the right of each individual to have access to constitutionally protected material. The library also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources.

*Access is a privilege, not a right.*

## **CONDITIONS AND TERMS OF USE IN THE LIBRARY**

To encourage use and establish guidelines, the following regulations will apply to internet computers:

- Designated internet stations are located where they can be monitored by staff for assistance and security.
- All users are expected to use the resources in a responsible, ethical manner which includes but is not limited to the following:
  - Using resources for educational, informational and recreational purposes only; not for unauthorized, illegal or unethical purposes.
  - Not sending, receiving or displaying text or graphics which may reasonably be construed as obscene.
- Youth under 18 years of age are required to have parental or guardian permission to access the internet. An Internet User Contract is available at the front desk if you are under 18 years of age.
- The Belle Fourche Public Library assumes no responsibility for the use of the internet by children. It is not possible for the library staff to control specific information children and youth may locate on the internet. It is the responsibility of the user (or parent, guardian or caregiver) to determine what is appropriate.
- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
  - Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
  - Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- Misuse or abuse of these computers or internet access will result in suspension of internet access privileges. Any internet user who has a fine of \$5 or more or has library materials that have not been returned will not be allowed to use the internet.
- There will be no copying to disk of any copyright-protected program file or other material. Users may not save their data on the hard drives of library computers. Any printing will be charged at the rate of 10¢ per black and white page and 50¢ per colored page.
- Internet stations will be available on a first come, first served appointment basis. Use will be limited to 1/2 hour per patron, unless there are not people waiting to get on.
- Respecting the privacy of others by not misrepresenting oneself as another user, by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system or damaging or altering software components of any network or database.
- Make only authorized copies of copyrighted or licensed software or data.
- Only library-provided software may be used on library's computers.
- Library staff is available to assist in the use of these resources but may not be familiar with every application patrons might want to use. Due to scheduling constraints, there may not be an internet trained librarian on duty at all times. Because of the many different internet applications available, we cannot provide complete technical support.

*This Internet Usage and Safety Policy was adopted by The Belle Fourche Public Library Board of Trustees at a public meeting, following normal public notice, on 10/6/2020 (month, day, year).*

## DVD POLICY

### Belle Fourche Public Library

DVD's will be loaned to people 18 years and older who are registered patrons of the Belle Fourche Public Library. Patrons may be asked to show their driver's license to prove age.

Borrowers must sign a Video Borrower's Agreement. They will agree not to duplicate in whole or in part any materials borrowed from the library and also agree to show materials only in their homes to members of their families and their regular social acquaintances.

Borrower may not have outstanding fines of more than \$5 or have any materials that are overdue more than one 1 week.

Only the patron whose name is on the library card being used may check out videos and must have the card with them or be prepared to purchase a replacement library card.

4 videos may be borrowed at one time. In the case of a newly acquired library card, only 2 items at a time (whether books, videos, magazines, audio books combined for a total of 2 items) may be borrowed until 30 days have past from receiving the new library card and the borrowed items have been returned on time.

Loan period for videos is 3 days. Videos must be returned to the library desk by closing of the date due or placed in the Video Drop (the slot in the glass window by the inside front door) before the library opens for business on the following day. **Do not return videos in the Book Drop** as this will result in a charge of \$2.00 per video.

Videos not returned on time will be charged \$1.00 per day per video.

Patrons who return videos late more than twice will lose privileges for 1 month.

Patrons will be responsible for lost or damaged DVD discs.

Videos may not be renewed.

Videos may not be reserved - first come; first served.

Previews in the library are prohibited.

## PATRON POLICY

The Belle Fourche Public Library is supported by the taxes of the people of Belle Fourche who expect our facility to be clean, comfortable, and a safe place for selecting materials, reading, researching, studying, and writing. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facility and grounds.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises and expulsion from the Library for varying amounts of time, from one day to lifetime expulsion at the discretion of the head librarian. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Expulsion for more than one week may be appealed in writing to the Chairman of the Library Board.

For the comfort and safety of patrons, volunteers, and staff, and the protection of library property, the following actions are examples of conduct not allowed on the library property.

- Engaging in any activity in violation of Federal, State, local or other applicable law, or Library policy.
- Carrying firearms and dangerous weapons of any type (except by law enforcement officers).
- Being under the influence of alcohol/illegal drugs, and selling, using, or possessing alcohol/illegal drugs.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts such as sex acts and indecent exposure.
- Soliciting or conducting surveys not authorized by the Library.
- Stealing damaging, altering, or inappropriate use the library property in the Library facility or on Library grounds, including computer hardware and software, printers, copiers, phone and other equipment.
- Trespassing in nonpublic areas or camping on Library grounds.
- Fighting or challenging to fight, running, pushing, shoving, or throwing things.
- Creating disruptive noises such as loud talking, screaming or banging on computer keyboards.
- Gambling and group activities which are disruptive to the library environment.
- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones, pagers, and other communication devices in a manner that disturbs others.

- Using restrooms for bathing or shampooing, doing laundry, or changing clothes.
- Littering
- Smoking, chewing and other tobacco use in Library facilities.
- Entering the Library without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.
- Consuming food or beverages in public areas of the library, including restrooms (except for drinking fountain use and baby bottles)
- Bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate, impede the use of the library by other users.
- Using wheeled devices in the Library, including skateboarding, roller-skating, bicycling, scooters, and shopping carts (exceptions i.e. wheelchairs, walkers, and strollers)
- Lying down or sleeping in the restrooms or on any floor, couch, table in the library, and by blocking aisles, exits, or entrances by sitting or laying down in them.
- Neglecting to provide proper supervision of children (see Unattended Children Policy)
- Bringing pets or animals, other than service animals necessary for disabilities into the library.

All bags and other articles are subject to inspection by Library Staff. The Library reserves the right to limit the size and number of items brought into the library.

Approved at Library Board Meeting Jan. 4, 2005

## UNATTENDED CHILDREN POLICY

The Belle Fourche Public Library is not the guarantor of the safety of the children who use our facilities. Our facility is open to the public, a situation which can present risks to children. The safety and security of the children are the responsibility of the parents or adult caregiver. The Belle Fourche Public Library does not and cannot act as a baby-sitter of children.

- A child under the age of 10 years should be under the supervision of a person who assumes responsibility for him or her.
- If a child wishes to leave the library, the library staff cannot legally detain him or her.
- Parents or adult caregivers should monitor all activities and behavior of their children while they are in the library.
- If a minor – anyone under the age of 18 – is left at the library at closing time or in the event of an emergency situation, staff will attempt to contact the parents or adult caregivers. If the parents or adult caregivers cannot be contacted, staff will immediately notify the police.
- In the event an emergency forces the immediate closing of the library, children should know what procedure to follow as determined by their parents or adult caregivers.

Approved at Library Board Meeting Jan. 4, 2005