

Basalt Regional Library District  
Electronic Access Policy

1. Basalt Regional Library has Internet accessible computers available for users within the library: in the Children's library for children (ages 0-11) and their parents, in the Young Adult (YA) area for young adults (ages 12-17), and in the Adult area for adults (ages 18 and up). The library also offers several catalog-only computers for patrons searching for materials within the library. Each Internet accessible computer has loaded on it security software which will automatically delete any changes made during a user's session once the computer is rebooted or shut down at the end of the session.. Patrons are advised to save files onto a floppy disk, CD, or other removable media.
2. Patrons must have a Basalt Regional Library card if they wish to use an Internet accessible computer. Children must be at least eight years old to use the computers without direct adult supervision. Out of town guests may request a "Guest Pass" for a one hour computer session.
3. Patrons may use the computer for 1 one-hour session each day. Sessions will not be extended for patrons unless special circumstances occur such as: a patron is in the middle of completing an online form or other document which will be lost if the computer times out or there is a computer malfunction which requires staff intervention. Library staff has the authority to grant or deny extended computer time on an individual basis.
4. It is the responsibility of the user to load any software not owned by Basalt Regional Library, although library staff will assist patrons to the best of their ability. All changes made to a computer will be deleted when the computer is re-booted or shut down.
5. Information resources available through the Internet exist beyond the scope of Basalt Regional Library's Collection Development policy. Patrons should consider the source and timeliness of all information retrieved through the Internet. Basalt Regional Library subscribes to several reputable databases that are available to our patrons.
6. Internet users must be aware that information (in any format) that is downloaded or printed from the Internet may be copyrighted. Unauthorized use or copying of information posted on the Internet may be prohibited.
7. Patrons are not to use the equipment in the public library in an unauthorized manner as described in the Colorado Criminal Code. Misuse of library equipment will result in loss of privileges and may result in expulsion from the public library and prosecution under the state statute.

8. Patrons of Basalt Regional Library shall be prohibited from invading the privacy of another computer user. Each patron must comply with the public library's Behavior Policy and should be considerate of all library users and library staff. Computer users must be aware that the U.S.A. Patriot Act gives authorities the legal right to access information from computers in the library. In the event of a request for information from a law enforcement agency, the Director will request an Emergency Special Meeting of the Board of Trustees prior to releasing patron information. It will be the responsibility of the Board of Trustees to determine the correct course of action (i.e. releasing the information or securing legal consul).
9. The American Library Association's Freedom to Read Statement and the Library Bill of Rights are adopted policies of the Board of Trustees and Staff of the Basalt Regional Library. There is a link to the current draft of the statement "Access to Electronic Information, Services and Networks: An Interpretation of the Library Bill of Rights" on the Basalt Regional Library website. The Board's interpretation of these documents may be tempered by community standards in regard to unauthorized use of computer equipment. Community standards as defined by the Basalt Regional Library restrict materials that may be offensive to patrons such as: pornography, obscene language, excessive violence, and other materials that may be inappropriate in a family setting.

#### **NOTE ON WIRELESS INTERNET ACCESS:**

- As with most public wireless "hot spots," the library's wireless connection is not secure. There may be untrusted parties between you and anybody with whom you communicate, and any information being transmitted could potentially be intercepted by another wireless user. Cautious and informed wireless users should choose not to transmit personal information (credit card numbers, passwords and any other sensitive information) while using any wireless "hot spot." Please take appropriate precautions when using this service.
- Library staff can provide general information or handouts for connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless access points.
- All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.

- Printing access is not available via the wireless connection. If you need to print, please save your work to a removable storage device or email files to yourself, then login to a wired library workstation and send jobs to the public printer.
- All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided.