Electronic Resources Access Policy

Mission

Allen Parish Libraries is to provide the people of the parish with free and easy access to recorded information within the limits of space and budget. This includes access to various electronic resources, including the Internet, online library catalogs, and online databases. Access to these resources is provided according to the same policy guidelines which govern print, audio, and video resources.

Libraries and librarians exist to facilitate these rights by providing access to, identifying, retrieving, organizing, and preserving recorded expression regardless of the formats or technologies in which that expression is recorded. (American Library Association Statement on Electronic Information, Services, and Networks).

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. These rights extend to children as well as adults.

Acceptable Use

Library resources are available to serve parish residents' informational, educational, and recreational needs. Where necessary, the library will use advanced scheduling, time limitations, and priority allocations to ensure all patrons have equal access to resources.

Resources made available through the library are subject to various legal restrictions. Library resources may not be utilized in violation of state, federal, or local laws. It is the responsibility of the individual user, not the library, to ensure that their actions do not violate any applicable law.

While the library's role includes the provision of information and resources which support local businesses and commercial ventures, library resources may not be utilized to promote a specific vendor or commercial establishment.

The library may deny or restrict use by individuals who violate the acceptable use policy. User access will be changed with due process, including, but not limited to, notice and a means of appeal. The following is needed to access the public computers at your local library branch.

- Registered patron will need their library card and PIN. In addition, their library account needs to be in good standing.
- Guest patrons need a picture ID.
- Time is limited to 90-minute sessions. *Time management software will notify patrons when they have 10 minutes remaining, 5 minutes remaining, and 1 minute remaining of their reservation.*
- Printing costs are .25 per page for copies (white and black) and .50 per page for copies (color).

Disks or portable drives are not allowed on library computers.

In addition, files may not be saved permanently to the hard drive.

Patrons may not change the configuration of any software loaded onto the computers.

The library reserves the right to ask patrons to vacate a workstation for staff to perform maintenance.

At most, two users may occupy a workstation at any one time. Patrons waiting to use the computers should respect computer users' privacy and may not congregate around the workstations.

Fines and Fees
There is no charge for using the workstation and public modem lines. However, where library workstations provide expendable resources such as ribbons, paper, etc., users may be charged fees to help offset the cost of the supplies. Patrons who wish to purchase services, goods, or information from an online vendor are responsible for negotiating the amount and transfer of a payment directly to the vendor. Patrons who damage library resources (equipment, etc.) will be charged for replacement or repair.

Patrons will pay for their printing costs.

User's Responsibility
As with print materials, the user should know that some information may be inaccurate, outdated, or offensive. Using these resources carries with it a responsibility to evaluate the quality of the information accessed. Where minors utilize the resources, the parent or guardian, not the library, is responsible for assessing knowledge. The library will use consent forms to help ensure that parents and guardians are aware of this responsibility.

Networking electronic resources are in the development stage, and the library system or the systems to which the library connects may be unavailable occasionally. Therefore, users are cautioned not to rely on last-minute availability.

Computer viruses and other programs that damage hardware or software may be transferred from system to system through network connections (such as the Internet). The library is not responsible for any damage from using the electronic resources, and users are now cautioned to use virus-checking programs.

Personal information such as addresses, credit card numbers, social security numbers, etc., may be intercepted and misused if transferred electronically. The library is not responsible for damages that may result from information transmitted by the user.

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