



Allen Parish Libraries

"Bringing the World to You"

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 that 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 Policy for Electronic Resources

The Allen Parish Libraries provides public computers and internet access for only informational, educational, and recreational purposes. The following guidelines must be followed:

- Patrons must register and provide a valid library card and PIN.
- Time is limited to 90-minute sessions.
- Printing costs apply: \$0.25 per page for black and white copies, and \$0.50 per page for color copies.
- Disks or portable drives are not allowed on library computers.
- Files cannot be saved permanently to the hard drive.
- Patrons may not change software configurations.
- Two users per workstation at a time; respect other users' privacy.

Prohibited Activities

- Accessing explicit or obscene material, including pornography.
- Violating state, federal, or local laws.
- Promoting a specific vendor or commercial establishment.
- Using resources to damage hardware or software.
- Sharing or transferring copyrighted materials without permission.

Responsibility

- Users are responsible for evaluating the quality of accessed information and are cautioned to use virus-checking programs.
- Personal information transmitted electronically may be intercepted and misused; users assume responsibility for any resulting damages.
- The library is not responsible for any damage from using electronic resources.

Disciplinary Action

Failure to comply with this policy may result in disciplinary action, including temporary or full suspension of computer privileges. Repeat offenders may face additional consequences, such as fines and/or loss of library privileges.

User Conduct

- Users are expected to conduct themselves respectfully and courteously when using library computers and internet resources.
- Users are expected to respect other patrons' right to use the computers and resources without disruption.
- Users who engage in disruptive behavior may be asked to leave the library.

Library Responsibilities

- The library will maintain and update its computer equipment and software regularly.
- The library will provide technical support and assistance as needed.
- The library will ensure that all computer workstations are available on a first-come, first-served basis.

Printing and Scanning

- Printing and scanning services are available at a fee.
- Patrons are responsible for ensuring that printing and scanning are done responsibly and do not disrupt other patrons' use of the computers.
- Payment for printing costs can be made with cash ONLY. The largest bill accepted is \$10.

Computer Maintenance

The library reserves the right to shut down computers for maintenance purposes. In such cases, patrons will be notified in advance whenever possible.

Payment Methods

The library accepts cash payments for all costs and fees. Cash payments can be made at the circulation desk.

Consent Forms

All parents or guardians of minor users must sign a consent form acknowledging their responsibility for assessing knowledge accessed by their child

Adopted by the Board September 2012

Revised by the Board July 29, 2022