

RESOLUTION 2002-531

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, Amending the Camp Verde Library Policies and Procedures.

WHEREAS, Section XIV of the Camp Verde Library Policies and Procedures "Computer and Internet" will be revised to take into consideration our public access computers

WHEREAS, Section XV titled Library Behavior Policy will be added to the Camp Verde Library Policies and Procedures to provide for a safe and comfortable atmosphere for our patrons

NOW THEREFORE THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE, – TO ADOPT THE FOLLOWING AMENDMENTS TO THE CAMP VERDE LIBRARY POLICIES AND PROCEDURES

1. COMPUTER AND INTERNET POLICY AND PROCEDURES

A. PURPOSE: To provide guidelines for the use of LIBRARY computers and access to the Internet.

B. COMPUTER AND INTERNET POLICY

- 1. The Internet enables the LIBRARY to provide a wide array of information to patrons that otherwise would be unavailable in its own collections.**
- 2. The Internet may include material that could be offensive, controversial, erroneous, or illegal. Computers for public use will not be filtered.**
- 3. Patrons may not use the Internet for activity that violates Arizona law by:**
 - . Engaging in activities that are harmful to minors as defined in ARS 13-3501, 3506, and 3508.**
 - . Committing telecommunications fraud (ARS 13-3707.)**

C. COMPUTER AND INTERNET PROCEDURES

- 1. Anyone who wishes to use LIBRARY computers must read these LIBRARY Computer and Internet Policy and Procedures and sign the "Registration and User Agreement" or one of the "Permission Agreement" cards. A parent or legal guardian must also read the LIBRARY Computer and Internet policies and procedures and sign the "Permission Agreement"**

cards for minor children. Patrons who do not have a LIBRARY card may use the LIBRARY computers, but they must provide a piece of identification such as a driver's license to be left with the LIBRARY until their session is completed and sign the appropriate Agreement card(s).

2. It is the responsibility of the parent or guardian, not the LIBRARY, to determine and monitor a minor's (person under age 18) use of LIBRARY materials and resources including the computer.

3. The LIBRARY will provide information on interesting and useful link for children and adults.

These sites will be selected in accordance with the collection policy of the LIBRARY. The LIBRARY

will make available a selection of application software for patrons in word processing, spreadsheets, web browsing, etc.

4. Computer use will be provided free of charge. Computers will be available during normal LIBRARY hours. Time on the computer is on a first-come first-served basis. Maximum time per session is three hours. Maximum usage per week is eight hours. Anyone using the computers must sign in before beginning the session. A fee may be determined for use of the printer to be posted in the LIBRARY.

A maximum of 25 pages may be printed per session.

5. The user is responsible for the legitimate use of copyrighted materials.

6. The LIBRARY is not responsible for any damage to user's disks or computers, or any loss of data. Material can only be downloaded to floppy disks and not the hard drive. Personal software may not be installed on the LIBRARY computer. Unknown files will be purged periodically by LIBRARY staff.

7. To prevent damage to LIBRARY computers, floppy disks must be purchased from the LIBRARY to download materials and may be stored in the circulation desk. If they leave the LIBRARY they are no longer suitable for use in LIBRARY computers.

8. Patrons are responsible for any materials ordered via the Internet. The LIBRARY is not responsible for these costs nor will it accept delivery of materials ordered.

9. LIBRARY computers are to be used primarily for research and study purposes. Operating a business or commercial enterprise on LIBRARY computers is prohibited. Assistance in the use of the computers will be given when possible, but no in-depth training can be given.

10. LIBRARY computers shall not be used to transmit or receive illegal information. LIBRARY computers are not to be used to create, transmit, receive, print, or otherwise distribute pornographic, obscene, or sexually explicit materials; nor racist, sexist, or homophobic materials. The use of the LIBRARY computers for any activity that is libelous or slanderous or the use of computer resources to offend, harass, intimidate or threaten any person is forbidden. As the computers are in public view, the LIBRARY cannot guarantee privacy. Others may be exposed involuntarily to the material patrons are viewing.

11. Violators of these LIBRARY computer and internet policies and procedures may have their session ended by LIBRARY staff, may be denied further access to the computers, and may be reported to law enforcement.

Appendix

Registration and User Agreement

1. I have read and understand the policies and procedures concerning the use of the Camp Verde Community Library's Public Access computers and I agree to follow them.
2. I agree to pay for any repair or replacement costs of equipment or software damaged by myself, or any minors for whom I am responsible
3. I understand that the LIBRARY is not responsible for any damage to personal disks due to system malfunction, or any other reason.
4. I understand that copyright laws restrict duplication of copyrighted materials.

5. I understand that if I fail to abide by the computer use policies, I will lose the privilege of using the Camp Verde Library's computers.

Signature _____ Date _____

**Permission Agreement for Children's use of the Library
Children's Room Computer(s)**

1. As the parent or legal guardian of the minor child listed below, I hereby give my permission for this minor to use ONLY the Public Access Computer for Children. These computers have no Internet access. I agree to be responsible for monitoring this minor's use of Library computers.
2. I am responsible for any damage to equipment that may occur.
3. I have read and understand the Camp Verde Library computer and Internet policies and procedures and agree to abide by them.
4. I understand that failure to follow any of the Library computer and Internet policies and Procedures is cause for loss of the privilege to use the Library's computers.

Name of Minor (Please Print)

Parent or Guardian's Name (Please Print)

Parent or Guardian's Signature

Date Signed _____ Date of Birth
of Minor _____

Permission Agreement for Minors use of the Library Adult reading room computers

1. As the parent of legal guardian of the minor listed below, I hereby give my permission for this minor to use the Public Access Computer in the adult reading room at the Camp Verde Community Library with the understanding that Internet access on these computers is NOT filtered.
2. I acknowledge the nature of the Internet and the material that is available. I agree to be responsible for monitoring this minor's use of Library computers .
3. I am responsible for any damage that may occur to these computers when used by this minor.
4. I have read the Camp Verde Community Library's computer and Internet policies and guidelines and agree to abide by them.
5. I understand that failure to follow any of the library's computer and Internet policies and procedures is cause for loss of the privilege to use the Library's computers.

Name of Minor (Please Print)

Parent's or Guardian's Name (Please Print)

Parent's or Guardian's Signature

Date Signed _____ Date of Birth
of Minor _____

2. LIBRARY BEHAVIOR POLICY

Purpose: To ensure that all LIBRARY patrons can enjoy a safe and quiet LIBRARY atmosphere and that LIBRARY materials and equipment are properly cared for.

Policy: Patrons must behave appropriately and not disturb other patrons. Patrons must take proper care of LIBRARY materials. Patrons must use LIBRARY equipment legally and properly. Parents are responsible for and shall supervise their children as necessary.

Procedure:

1. Any patron creating a disturbance will be asked by LIBRARY staff to correct their behavior.
2. Patrons who refuse to cooperate with LIBRARY staff when asked to correct improper behavior may be asked to leave the LIBRARY and may be reported to law enforcement.
3. Patrons who damage or misuse LIBRARY equipment may be required to pay for the cost of repairing damages and may be reported to law enforcement.
4. LIBRARY staff will notify a parent or legal guardian if there is a problem with their child's behavior. Children under age 5 must be accompanied by a responsible adult.
5. If a child is unattended by a responsible adult at closing time, LIBRARY staff will phone their parent or legal guardian to pick up the child. If a parent or legal guardian cannot be contacted, LIBRARY staff will contact law enforcement to care for the child until a parent or legal guardian is located.
6. Patrons shall be properly dressed including shoes and shirt when inside the LIBRARY.

**PASSED AND APPROVED by a majority vote of the Town Council of
Camp Verde, Arizona, this _____ day of _____ 2001.**

Approved as to Form:



Julie Krieg, Town Attorney

Date 7-29-02

Brenda Hauser
Brenda Hauser, Mayor

Attest:

Deborah Barber
Deborah Barber, Town Clerk