

Lewes Public Library

Computer Acceptable Use Policy

The Library Network provides access to electronic information resources through the Internet to all Delaware Public Library Card holders in good standing. Internet access is provided by the Delaware Department of State, Division of Libraries. State law disallows anonymous use of library computers. Guests will be allowed access by presentation of driver's license or other government-issued photo identification. Users must enter their 14-digit barcode number and their Personal Identification Number (PIN) to access the Internet.

Libraries use a reservation system for computer use. Blocks of time are established by the reservation system on a library-by-library basis.

In order to protect computer workstations from viruses, patrons may not use their own software on workstations. Other restrictions may be imposed as deemed necessary by the Delaware Library Network Administration.

Most programs on the Internet include self-explanatory directions. While library staff is available for guidance, they cannot provide in-depth instruction.

The Library Network has no control of the Internet and its resources, and assumes no responsibility for the quality, accuracy, or currency of the information you find.

The Internet may contain material of a controversial nature. Children under the age of eighteen (18) years must have the permission of parent or guardian to use the Internet. Some sites accessible via the Internet may contain material that is inappropriate for children. Parents or guardians, not library staff, are responsible for the Internet information selected. Parents or legal guardians have the right to request, at their local public library, that their own child's personal library barcode be denied access to the Internet and other on-line services.

Public libraries will provide unfiltered access to the Internet in accordance with the American Library Association's Intellectual Freedom Statement, the Library Bill of Rights, and the ALA statement on Access to Electronic Information, Services, and Networks. Public libraries comply with the Delaware Children's Internet Protection Act through the establishment of tiers of access. Library staff can provide parents with information on these tiers. Parents or legal guardians have the right to restrict their own child's personal library barcode to the desired level of access. Internet workstations must be used in a responsible manner, respecting the rights of others, and taking care with use of the equipment. Computer and Internet settings may not be changed.

While the library will respect user privacy when using the Internet, it should be remembered that Internet workstations are in public areas and can be viewed by the entire community. Users are asked not to display images which may be offensive to other members of the community. Doing so may result in dismissal from the library.

Internet access may not be available due to technical problems beyond the library's control. The library will not be held responsible for any material lost due to equipment problems.

In order to collect statistics on the use of the Internet, the library reserves the right to use anonymous activity recording. No identification of users will be associated within the statistical reporting process.

User Responsibilities

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and follow these rules and regulations.

All users must conduct themselves in a responsible and legal manner while using the Library Network.

Any use of the Library Network for illegal, inappropriate, or obscene purposes or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the Library Network. Obscene activities shall be defined as a violation of generally accepted community standards.

A user may not allow other persons to access the Library Network by using his/her personal library barcode. A user is responsible for all activities conducted on the Library Network during sessions authorized by his/her personal library barcode.

Users must respect all copyright, licensing agreements and other contracts.

Unacceptable Use

Unacceptable use includes, but is not limited to the following:

- Harassment, libel, or slander of others.
- Destruction of equipment, software or data belonging to the library.
- Unauthorized copying of copyright protected material.
- Any violation of computer security.
- Any violation or any use which violates maintenance agreements with service providers.

The Delaware Library Network Administration reserves the right to suspend or revoke any account or take any other disciplinary action against any user who, in its sole discretion, has engaged in obscene or unacceptable use of the Library Network.

Any user of the system who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures any data, information technologies, properties, or facilities, is in violation of this policy. The Delaware Library Network Administration reserves the right to monitor and/or rec-

ord activities as needed to maintain the security and usability of the Library Network Internet service and the systems to which it is connected. Persons violating, or suspected of violating this policy are subject to the monitoring and/or recording of their sessions. All monitored or recorded activities and sessions are considered confidential to the user, and the Library Network Administration, except as evidence in a legal proceeding.

Any violation of this policy will result in disciplinary actions which may include suspension or removal of the Library Network Internet privileges and/or legal action.

Updated 04/19/2007

Lost Item Refund Policy

This policy covers refunds of fines paid for lost items that, after payment, have been found and returned by the patron to the owning library. This policy only applies only to the public libraries in the Delaware Library Catalog. Refunds are not given by the academic libraries for fines on lost items and this policy does not apply. Requests for refund must be made to the owning library of the item and not any other library. A refund will be given when

1. Patron provides the item and a dated receipt for the fine, (amount to be refunded)
2. Thirty days have not passed since the payment of the fine
3. The lost item has not been replaced by the library

Libraries will refund only the amount of the item and not any associated overdue fines or processing fees. Refunds are issued in accordance with the library's local governing policy.

Public Library Temporary Card Policy

Temporary cards are issued at each library to patrons 18 and older based on the individual libraries' governing policies. Patrons should contact their local library to apply for a Temporary card. All rules and requirements of the Delaware Library Card also apply for the Temporary card as well. Temporary cards expire after 3 months and are not renewable. Patrons with a Temporary card are allowed to checkout only 15 items at a time. Patrons in the following situations may apply for a Temporary card:

- Residents of area shelters
- Registered students in local educational institutions
- Active duty military personnel residing locally
- Adult children under age of 25 of non-resident property owners with a valid student ID & proof of residence
- Local agencies' volunteer or temporary staff members.

Revised August 9, 2011