

UPRLC Board re-adopted their own Internet policies and added further statement of compliance with the Superiorland Library Cooperative Internet policy as both institutions share same headquarters building. Documents presented to UPRLC Board at Annual Meeting September 25, 2008 at Peter White Public Library for their approval

**SUPERIORLAND
LIBRARY COOPERATIVE**

Computer and Internet Acceptable Use Rules and Regulations

The Superiorland Library Cooperative will enforce a policy of Internet safety that includes the operation of a technology protection measure on each of its computers with Internet access that protects against access to visual depictions referenced in the Children's Internet Protection Act. Filtering will be disabled for adults engaged in bona fide research or other lawful purposes. The Superiorland Library Cooperative shall not disclose, use, or disseminate personal identification information regarding minors.

---adopted at a public meeting with notice by the Superiorland Library Cooperative Board of Directors, April 19, 2002.

Library patrons (and their parent/guardian, when a library patron is under the age of 18 years old) are expected to read these rules and regulations and sign in the appropriate places in the Internet Account Agreement to indicate their understanding of and promise to abide by the rules and regulations. Patrons will not be permitted to use the Internet and/or library computers, network programs, or technology facilities prior to the return of a signed Patron Internet Account Registration Agreement.

The Patron Internet Account Registration Agreement is only effective for one year. After one year, a new Agreement will have to be signed by the library patron (and their parent/guardian, when a library patron is under 18 years old).

Appropriate use of library computers and related technology shall always reflect honesty, ethical and moral responsibility, and show restraint in the consumption of shared resources. Appropriate use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and for individuals' right to privacy and rights to freedom from harassment, intimidation, and unwarranted annoyance.

I understand that:

1. My use of the library's computers or Internet connection is a privilege, subject to revocation at any time and for any violation of this agreement or any of the provisions contained herein.

2 Anything I place on the Internet or other computer network via e-mail, Usenet news, Internet relay chat, the World Wide Web or other technologies is representative of the library, my community, and the library and community's image.

3 The library's computers and Internet resources are intended for the exclusive use of authorized and registered users. Patrons are responsible for the use of their account/password and/or access privilege. Any problems which arise from the use of a patron's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

4 The library's computers and Internet resources are intended for the private use of authorized and registered users. Any use of the library's computers and Internet resources for commercial, for profit, or other unauthorized activities (i.e. advertisements, political lobbying, software distribution), in any form, are expressly prohibited.

5 I will be given an individual account, which will allow me to use my library's computers and the Internet. If my library offers me e-mail access, or the ability to store and publish my own web pages, I must apply for such access using a separate form.

6 Librarians on duty will be the judge of the value or appropriateness of my use of my account.

7 The library reserves the right to monitor my account, electronic files, and Internet access for appropriateness of the language and images I look at or use, without my prior consent.

8 The library reserves the right to monitor any e-mail messages sent and received from the library's computers for appropriateness of the language and images I look at or use, without my prior consent.

9 The library reserves the right, in order to preserve the integrity or operational state of the network, to look at, without my prior consent, any data or files of mine that exist on the system and to monitor the system resources and storage space used by files and data.

10 The library reserves the right to remove any files on the system without prior notification to system users.

11 I (and my parents/guardian if I am a minor) will be informed whenever I am found in violation of the Patron Internet Account Registration Agreement.

12 I have the privilege of using my account as long as my use is within the limits of these rules and regulations, other library policies, rules, and applicable local, state, and federal laws.

13 The library receives its Internet Access from Merit Network, Inc. I understand that the Internet Service Provider's Acceptable User Policies may be incorporated into this Patron Internet Account Registration Agreement by reference. I may view the ISP's policies on line at <http://www.merit.edu/mn/about/policies-acceptableuse.html>

14 I (or my parents/guardian if I am under 18 years-of-age) may have to reimburse the library for any costs or damages that result from misuse or damage that occurs while I am, or anyone else is, using my account.

15 I must immediately report to a Librarian on duty if I receive obscene, profane, lewd, vulgar, inflammatory, threatening, degrading, harassing, or dangerous words, phrases, messages, files, or images directed towards me.

16 These policies apply to *any* e-mail account if I use a library computer to access the account.

17 Depending on the nature and severity of any violation of the rules and regulations, the library administration may take one or more of the following disciplinary actions:

- A. Verbal, written, or electronic mail warning.
- B. Place my access to the library's computers and Internet access on probation.
- C. Temporary access denial.
- D. Permanent access revocation.

18 If warranted, a librarian will refer a violation of these rules and regulations to an appropriate library, school, local, state or federal authority for further disposition.

19 Evidence of attempted or actual system security, integrity, or performance related incidents will be cause for immediate access denial. The purpose of access denial in these cases is to prevent further damage to the system or data while an investigation is conducted. The user or users involved will be required to meet with the Library Director or other appropriate library administrator. After investigation, the case may be referred to an advisory committee for disciplinary action.

20 Demonstrated *intent* to violate these rules and regulations will be considered the same as an actual policy violation. Demonstrated intent means evidence of actions, that if successful or if carried out as intended, would result in a policy violation.

I promise I will:

- 1 Use only the account assigned to me.
- 2 I will use only the computer terminal assigned to me.
- 3 If assigned a password, I will keep my password confidential and change it at regular intervals as the system permits. My password will be 6 or more alphanumeric characters and will not be a common dictionary word or phrase.
- 4 Stop what I am doing and leave a computer immediately when a librarian or library administrator asks me to do so.
- 5 Immediately report to a librarian or library administrator any obscene, profane, lewd, vulgar, inflammatory, threatening, degrading, harassing, or dangerous words, phrases, messages, files, or images I see.
- 6 Modify, change, or delete only my own data and files and create them only in my own directories, where such directories are provided, unless given explicit written or verbal permission to modify another user's data or files or create them in their directories.
- 7 Immediately report to a librarian or library administrator anything that has been misused, broken or is missing.
- 8 Include my real name in every e-mail or other electronic message I send or forward from the library computers.
- 9 Leave switches, buttons, icons, and other operational settings as they are.
- 10 Be polite and treat others with respect and courtesy when using e-mail, Usenet news, chat rooms and other communication forums.
- 11 Follow all library policies and all laws regarding copyright and intellectual property.

I promise I will NOT:

- 1 Allow another person to use my account.
- 2 Use my account or a library computer for any illegal activity.
- 3 Use my account or a library computer to offer or provide any product or service for commercial gain.
- 4 Look at other people's personal messages or files.
- 5 Post on the Internet personal messages or files without the original author's consent.
- 6 Post on the Internet anonymous messages, send anonymous e-mail, or use pen names.
- 7 Send or forward e-mail chain letters, petitions, or unsolicited and unwanted e-mail or other electronic communications of an intrusive nature.
- 8 Try to open, look at, or change the information that controls a library computer, my library's network, or any other network.

9 Make, use, show, or cause to be displayed on the computer screen any obscene, profane, lewd, harassing, vulgar, inflammatory, threatening, degrading, or dangerous words, phrases, messages, files, or images.

10 Install or download any software on to a computer or the network.

11 Use any program or enter any information that slows, disables, stops, or harms another program, a computer, or the network.

12 Store programs on library computers or files that I do not legally own.

13 Misuse, break, or take any part of a computer or the network.

14 Try to repair things myself.

15 Use the library's computers to make copies of any software, commercial diskettes, or copyright sound recording.

16 Use library computers, Internet access, or network accounts, to order any commercial product for which there is a fee, cost, or charge.

Please report instances of alleged copyright infringement or other activities in violation of this policy to

System Administrator
Superiorland Library Cooperative
1615 Presque Isle Avenue
Marquette, MI 49855
Phone: (906) 226-4675

The Cooperative's System Administrator is the agent designated under the Digital Millennium Copyright Act. All claims of copyright infringement will be evaluated in a timely manner according to the procedures outlined in Title II of the Digital Millennium Copyright Act 17 U.S.C. b512.

**SUPERIORLAND
LIBRARY COOPERATIVE**

**Computer and Network Acceptable Use Rules and Regulations
*Patron Internet Account Registration Agreement***

PATRON SECTION

Last Name: _____ First Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Date of Birth: _____

I have read the library's Computer and Network Acceptable Use Rules and Regulations. I agree to fully comply with these Rules and Regulations. I understand that if I violate them my account can be terminated and I may be subject to other disciplinary measures.

While efforts are in place to protect the system, the library makes no guarantee that the functions or the services provided by or through the library system will be error-free or without defect. The library is not responsible for any damages you suffer, including but not limited to, loss of data or interruptions of service. Because data enters from multiple sources, the library is not responsible for the accuracy or quality of the information obtained through or stored on the system. The library is not responsible for financial obligations arising from the unauthorized use of the system, including the purchase of products or services.

Patron's Signature: _____ Date: _____

PARENT OR GUARDIAN SECTION
(When Patron Is Under 18 Years-of-Age)

I have read the library's Computer and Network Acceptable Use Rules and Regulations, and understand my child's account will have access to the Internet.

I have approved my child's signature above on this Patron Internet Account Agreement.

I hereby release the library, its personnel, and any institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the library's system. This includes, but is not limited to, claims that may arise from the unauthorized use of the system, including the purchase of products or services.

I will instruct my child regarding any family restrictions against accessing materials that are in addition to the restrictions set forth in the Rules and Regulations. I will emphasize

to my child the importance of following the Rules and Regulations for his/her own personal safety.

I understand that, unless my child is accompanied by me, the library will not allow my child access to a computer terminal that is not restricted from accessing obscene matter or sexually explicit material that the library deems is harmful to minors. However, I understand that because of the nature of the Internet, any software used to provide such restriction may not restrict access to all sites that contain obscene matter or sexually explicit material. I will not hold the library responsible for such inadvertent access of obscene matter or sexually explicit material by my child.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent/Guardian's Signature: _____ Date:

Parent's Name:

Home Address: _____ Phone:

Parent's E-Mail Address: