Internet Policy Handbook for Libraries by Mark Smith. Neal-Schuman NetGuide Series, New York, 1999.

Policies and Guidelines Shared Resource List: AASL, ALSC, PLA, YALSA
http://www.ala.org/ala/pla/plapubs/sharedresource/sharedresource.htm

Academic Library in the Information Age: Changing Roles. Consortium for Education Technology for University Systems (CETUS Discussion Series).
http://www.cetus.org/acad_lib.pdf

Some Sample Policies

Acceptable Use Policy from Nassau, NY Community College
http://www.ncc.edu/administration/policies/acceptable_use_policy.htm

Comprehensive Policy from the College of DuPage Library
http://www.cod.edu/library/libweb/policies.htm

West Kentucky Community and Technical College, Library Network Policy
http://library.westkentucky.kctcs.edu/netpolicy.shtml

Colgate University Library Computer Use Policy
http://exlibris.colgate.edu/services/departments/Systems/usepolicies.htm

Las Vegas – Clark County Library District Internet and Wireless Use Policy (Sections on community and children's access.)
http://www.lvccld.org/about/publications/index.htm

College of DuPage Library Policy on Children in the Library

The C.O.D. Library is open to C.O.D. students, faculty, staff, and community members. Children under the age of 16 are welcome in the Library but, for their own safety, must be accompanied at all times and continuously supervised by a parent or other responsible adult. Unaccompanied children will be reported to Campus Police and may be taken to the Office of Public Safety after reasonable attempts have been made to locate a parent or guardian.

Minors who are currently enrolled in a College of DuPage program or class (e.g., Kids on Campus, Talent Search or Teens on Campus) must be accompanied and supervised by an instructor who will be responsible for their safety and appropriate use of the facility and resources. Students enrolled in the above programs are entitled to a library card. This card will give them borrowing privileges and is only valid for the duration of the quarter in which they are enrolled. The same rules of behavior will be applied to them as to adult users.

Revised: January 28, 2005   http://www.cod.edu/library/libweb/policies.htm#Children

Library Network Policy

LIBRARY NETWORK POLICIES

User Policies

The College adheres to the policies of the Kentucky Community & Technical College System

Regulations

- The resources in the Library are provided to support the educational mission of the College; therefore, educational purposes shall take precedence over all other uses.
- The first priority for the computers on the library network is academic preparation by the College faculty/staff and students.
- No recreational games are allowed.
- In consideration of other users, a thirty (30) minute use limit will be observed except for instructional purposes.
- Internet resources may not be used to infringe on copyright or to plagiarize materials.
- Users are responsible for the protection of their passwords against security violations.
- The College is not responsible for materials viewed from the Internet. Parents are expected to monitor and supervise minors' use of the Internet.
- Failure to abide by these regulations shall result in the suspension of use, pending administrative review.
- No software/hardware will be installed on or connected to the computers without prior approval of library management.
- The College and the Library specifically deny any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

Regulations were Adopted 11/96, Revised 5/99.

http://exlibris.colgate.edu/services/departments/Systems/usepolicies.htm

Use of Public Computers in the Colgate Libraries

- **Use of computer labs in the Colgate Libraries is restricted to Colgate faculty, staff, and students. Non-Colgate users may use computers provided for information searching in the Reference Areas of both Case and Cooley Libraries.** Colgate students, faculty, and staff are priority users. Others may be asked to relinquish workstations for Colgate-affiliated users. As a United States Government Depository Library, we also grant priority status for use of computers in the Reference Areas to persons using United States Government Documents. Colgate reserves the right to prohibit use of its computers by any non-Colgate persons.

- **Computers may not be reserved or held for later use.** Computers are often in high demand. Anyone leaving a computer for more than a short break should close all programs and remove personal belongings from the workstation. Computers that remain unattended for more than ten minutes are available for use by other patrons. Colgate does not recommend leaving personal belongings unattended and is not responsible for losses.

- **Chat room use and playing games are not permitted on public workstations in the Colgate Libraries unless required for Colgate courses.** Computers are made available in the libraries to Colgate students, faculty, and staff primarily to support coursework, research, and electronic mail. Electronic mail is a lower priority use, particularly in the Reference Area.

- *Computing Policies at Colgate: A Handbook for Faculty, Staff and Students* **outlines responsibilities of those who use computing and networking facilities at the college.** Among these policies is the following: All existing federal and state laws and university regulations and policies apply to the use of computing resources and all users of such resources are required to be in compliance with all laws, regulations and policies at all times. This includes not only those laws and regulations that are specific to computers and networks, but also those that apply generally to personal conduct. Individuals are also responsible for ensuring that their activity complies with copyright laws.

- **Colgate policy specifically prohibits harassment, including sexual harassment, and applies to all public computer areas in the Libraries**. The legal definition of sexual harassment includes "display in the workplace of sexually suggestive objects or pictures." If your work requires access to material that may fit the definition of sexual harassment, please speak with a reference librarian. We will suggest options for viewing materials in a less public area.

Acceptable Use of Computer Resources and Electronic Communication Policy
of Nassau Community College
Approved by the Academic Senate on December 5, 2002

Nassau Community College, in keeping with the tradition of fostering academic freedom, respects, encourages, and supports the right of any member of the college community to participate in dialog and discourse in promoting its educational mission. In support of this process, the College provides electronic mail and web hosting services that provide the campus community with a powerful communication system.

Electronic mail and web hosting services are a common part of the fabric of campus life. These services provide an environment that enables us to communicate with an individual or a global audience. In acknowledgement of this capability and the recognition of its potential for abuse, this document describes the guidelines for acceptable use of computer resources and electronic communication at Nassau Community College.

Computer Use Policy
Nassau Community College provides computer facilities and related resources to support its educational mission. It is the responsibility of the user to abide by the College guidelines of appropriate and responsible use as outlined below.

Central to appropriate and responsible use is the stipulation that, in general, electronic communication and access shall be used in a manner consistent with the instructional, public service, research, and administrative objectives of the College and in accordance with contractual obligations and Academic Senate policies. All users have the responsibility to use the services in an effective, efficient, ethical, and legal manner.

Computer facilities and related resources are intended for the sole use of College faculty, staff, students, and other authorized users. Such resources include host computer systems, personal computers and workstations, communications networks, software, and files.

Nassau Community College reserves the right to monitor its computing resources to protect the integrity of its computer systems, workstations, and lab facilities. The courts have determined that there is no expectation of privacy in any form of electronic communication.

Accounts issued to individuals are intended for the sole use of that individual and are non-transferable. Individuals are responsible for all usage on their assigned accounts.

Users of electronic communication and computer resources are bound by but not limited to the following *Governing Policies*:

- Federal, state and local laws.
- All public communications must meet ADA access guideline compliances.
- Academic Senate by-laws, rules, and regulations.
- Contractual obligations.
- All policies of the Board of Trustees.

Alleged violations will be processed according to College policies and the processes outlined in the Student Code of Conduct, the Faculty Handbook, and Personnel Policies and Procedures.

The following activities are examples of unethical, unacceptable behavior and are in violation of the Governing Policies. These include but are not limited to any attempt to:

- alter system software or hardware configurations;
- access another individual's account, private files, or e-mail without permission of the owner;
- misrepresent one's identity in electronic communication;
- violate rules or codes set by services subscribed to by the College;
- use Computing resources to threaten or harass others;
- use the College systems for commercial or personal profit-making purposes;
- not comply with the lab and system policies, procedures, and protocol;
- use the College facilities or resources to violate the policies of other computer systems or organizations.
- distribute unsolicited and/or unauthorized mass mailings (*spamming*) unrelated to College business, events, or announcements.

Intellectual Rights and Responsibilities

The College respects the intellectual and creative contributions made by all members of the academic community and recognizes that they are vital to the academic enterprise. Further, the College adheres to the principle of respect for the right of acknowledgment, the right of privacy, the right to determine the form, manner, and terms of publication and distribution of intellectual property.

Since electronic information is transient and may easily be reproduced, respect for the work and personal expression of others is critical. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and copyright violations, may be grounds for sanctions against members of the academic community.

http://www.ncc.edu/administration/policies/acceptable_use_policy.htm

Internet Policy Checklist

Mission: What is the primary use for the Internet in your library?

Procedural Access:
- ☐ Adults and children
- ☐ Parental Permission
- ☐ Parental Accompaniment
- ☐ Primary (card holders) users only
- ☐ Sign-up Sheets
- ☐ Time limits
- ☐ Password required

Allowable Uses:
- ☐ Send email
- ☐ Play interactive games
- ☐ Chat rooms
- ☐ Commercial business
- ☐ Adult materials
- ☐ Write to hard drive
- ☐ Write to own diskette or USB device
- ☐ Load software

Unacceptable Uses:
- ☐ Inappropriate material: viewing, downloading, printing
- ☐ Copyright violations
- ☐ Illegal activity
- ☐ Sexual harassment
- ☐ Circumvent system security
- ☐ For-profit activities
- ☐ Incurring costs to the library

Implementation:
- ☐ How will policies be posted?
- ☐ Will you post copyright warnings on printers?
- ☐ Consequences of unacceptable use?
- ☐ Are policies enforceable?
- ☐ Are policies and procedures clear (unambiguous)?

Adapted from Internet Policy Handbook for Libraries, by Mark Smith. Neal-Schuman NetGuide Series, New York, 1999.

This resolution was unanimously adopted by the Montana Library

Association Board at its' meeting October 23rd, 1998.

A Resolution on the Mandated Use of Internet Filters in Libraries

Whereas, in light of recent and controversial efforts by federal and state entities to impose the mandated use of Internet filters on school and public libraries, and

Whereas, libraries provide unfettered access to information in order to maintain an informed citizenry in our democratic society, and

Whereas, objective evaluation of existing Internet filters reveals serious and inherent flaws in such software which unintentionally block valid sites while not blocking all sites which may prove potentially offensive to someone, and

Whereas, prior restraint on access to information may be unconstitutional, and

Whereas, librarians in public libraries do not serve a role as in loco parentis and cannot judge what a parent may wish for his or her child, and

Whereas, sweeping state or federal constraints circumvent the rights of local citizens to exert local control

Therefore be it resolved that Montana Library Association supports the principle of free and unrestricted access to information as a foundation of an informed citizenry in a democratic society,

And be it further resolved that, the MLA opposes broad mandates to restrict access to the Internet through the exclusive use of Internet filters.

And be it further resolved that the Montana Library Association does not recommend the use of Internet filters and opposes attempts by the federal or state governments to require such use. We believe that decisions regarding use of Internet filters must remain at the local level.

Beth Boyson
Intellectual Freedom Committee
Montana Library Association