

## Reading Public Library

### Internet Policy

Revised and Approved 11/20/2023

This policy covers all Reading Public Library locations including all departments of the Main Library and branches.

**Purpose:** Internet access at the Reading Public Library enables the library to provide information beyond the confines of its own collection thus extending the library's commitment to meeting the community information needs.

**Disclaimer:** The Reading Public Library is not responsible for the content, accuracy or availability of information on the Internet. Information found on the Internet may be out of date, inaccurate, unreliable or incomplete. Patrons need to exercise judgment and discretion in the use of information received from the Internet. The Library Board and its employees assume no responsibility for damages of any type arising from the use of any information, software or data obtained from the Internet. The Library Board and its employees are not responsible for damages to patron owned equipment including but not limited to laptops, tablets, gaming and other devices using the library's wireless Internet connection. This includes but is not limited to, damage caused by configuration changes, viruses, spyware or other malicious code received via the library's wireless connection. The library is not responsible for insuring the privacy of any information on a patron's electronic device or data sent or received while using the library's wireless Internet connection.

Patrons wishing to use the internet to access federal government information are not bound to present identification, nor are they required to sign up for a library card.

#### Terms of Use:

- A parent or guardian must accompany children under the age of nine (9) while using the Internet. All patrons using the library's wireless Internet connection must agree to the Internet Use Policy.
- Library patrons using a library Internet workstation may be limited in total hours of Internet use per day. Patrons must close their work and leave the computer workstation when requested by staff. There is no time limit for patrons using the wireless network, but the library does reserve the right to change the policy in the future should it become necessary.
- Visitors and non-residents of Berks County may use Internet computers with a Library guest pass if they are here temporarily. Returning users will be instructed to apply for an eCard or a Welcome card with the Library.
- Patrons may not use the library's Internet workstations or the wireless Internet connection to transmit threatening or harassing material or engage in any activity that is deliberately offensive or creates an intimidating or hostile environment. Loud or disruptive behavior is prohibited.
- Hacking (purposely violating computer or network security) or the dissemination of viruses, harmful computer code, hoaxes, or deceptions is prohibited. Violations of copyright or software licensing agreements are prohibited. The proper authorities will be notified of any violations.
- Patrons may not damage, alter, or degrade computer equipment, peripherals, software, or operating configurations. Patrons may not shut down computer workstations.
- Patrons may not view, print, distribute, display, send or receive images or graphics of obscene or pornographic materials or material that violates laws relating to child pornography while using library workstations or using the wireless Internet connection.

- Patrons viewing or displaying images within the view of the general public that are inappropriate for children (such as explicitly violent or mature content) may be asked to move to a more private location or to a different computer.
- The library reserves the right to limit the number of people at each workstation. This is usually limited to two (2) patrons at a workstation at any one time.
- Due to copyright laws some protocols such as bittorrent and peer-to-peer file sharing are not allowed at library Internet workstations or through the library's wireless Internet connection.

#### **Filtering:**

The library is required to filter the Internet. An adult patron may request that the filter be removed, but the filter will not be removed in cases in violation of our Internet Policy. Filters cannot be removed from any personal device using RPL's wireless connection.

#### **Printing and Downloading:**

Downloading is available to flash drives which are available for purchase. Patrons are responsible for paying for everything they print. The library is not responsible for any material once it is printed or for copies that a patron fails to pick up.

#### **Use of the Internet by Children:**

Librarians do not serve in the place of parents and cannot act in place of parents in providing supervision of children as they explore the Internet. The responsibility for what minor children read or view on the Internet rests with parents or guardians. The library reserves the right to restrict Internet use by children to the Internet workstations located in the Children's Department at the Main Library and designated workstations at library branches. The library reserves the right to restrict Internet use by teenagers to the Internet workstations in the Teen Department at the Main Library and designated workstations at library branches. All Internet rules apply to the use of the Internet at workstations located in all departments and branch locations.

#### **Violations:**

The library staff reserves the right to terminate any Internet session, including wireless Internet sessions at any time. Patrons violating this Internet Policy may lose their Internet privileges. An official warning is given for the first offense; the second offense results in the loss of Internet privileges for 30 days in all Reading Public Library departments and branches; and the third offense results in permanent loss of Internet privileges at all Reading Public Library departments and branches.

#### **Staff Assistance:**

Library staff can offer basic instruction as time permits on how to navigate the Internet. However, the time available for instruction may be limited and patrons must be willing to explore and search the Internet on their own. Patrons should report computer problems or offensive behaviors to Library staff. Staff may not be able to give assistance to patrons configuring their personal equipment including laptops, tablets, gaming and other devices to connect to the library's wireless Internet. Patrons may ask a librarian about available classes.

#### **Closing Times:**

The Library staff closes down the computer workstations ten (10) minutes before the Library closes.

Policy History:

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