



# The Library Network

## Libraries Working Together

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### ***Internet Use Policy***

The Library Network (TLN) is a public library cooperative with member libraries in southeast Michigan that have joined to secure those services which can be purchased more effectively and economically as a group. TLN does not provide direct service to the public; rather, it assists member libraries to expand and improve library service to their constituents.

One of the many services provided by TLN is a telecommunications network which provides the public with access to library holdings and various on-line databases. The network also provides libraries with access to the Internet and the World Wide Web.

The Internet, as an information resource, enables TLN to provide information beyond the confines of member libraries' collections. It allows access to ideas, information, and commentary from around the globe. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, and/or illegal. While we do not restrict access based on content, all member libraries participating in the telecommunications network are required to have policies and systems in place in compliance with Michigan Public Act 212 of 2000 :

"...the governing body of that library shall adopt and require enforcement of a policy that restricts access to minors by providing the use of the internet or a computer, computer program, computer network, or computer system in 1 of the following ways:

**(a)** Both of the following:

(i) By making available, to individuals of any age, 1 or more terminals that are restricted from receiving obscene matter or sexually explicit matter that is harmful to minors.

(ii) By reserving, to individuals 18 years of age or older or minors who are accompanied by their parent or guardian, 1 or more terminals that are not restricted from receiving any material.

**(b)** By utilizing a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors..."

TLN staff also cannot control the availability of information links which often change rapidly and unpredictably and are subject to the vagaries of weather, exceptional user demand, remote server problems, etc. TLN does not assume any responsibility for any damages, direct or indirect, arising from use of its computers or from connections to other Internet resources. TLN cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

TLN also provides an email service. The following applies to email account holders.

**1. Eligibility** - The following people are eligible for Internet e-mail accounts:

**Library Staff**- All paid staff members (administrative, professional, clerical, maintenance, and pages) are eligible for an e-mail account. Local libraries will decide which of their staff members should receive accounts. A library director must sign requests for email accounts. Costs associated with these accounts are paid by the library which may, at its discretion, charge back the account holder.

**Library Board Members** - All library board members are eligible for an e-mail account. Costs associated with these accounts are paid by the library which may, at its discretion, charge back the account holder.

**Government Officials and Employees** - Local Government (Village, City, Township, County) elected officials and employees are eligible for an e-mail account. Local libraries will decide which government officials and employees should receive accounts. Costs associated with these accounts are paid by the library which may, at its discretion, charge back the account holder.

## **2. Application/Registration**

All individuals requesting an e-mail account need to fill out and sign an Internet Account registration form. A copy of the form is attached, provide all needed information, sign the agreement, have the library director sign the agreement and return it to TLN.

Because local libraries are responsible for administering and monitoring the government accounts in their area, government employees and elected officials need to go to their local library to sign up for an e-mail account. People who work in a city or township need to go to that city or township library..

## **3. Conditions of Use**

E-mail accounts are to be used by the registered individual only. Each account holder is responsible for all use made of his/her account.

## **4. Acceptable Use**

TLN complies with the Acceptable Use policy of its Internet provider, the Merit Network. E-mail accounts are intended to support the work of libraries and local government. E-mail accounts may not be used for commercial purposes. Users are expected to use their accounts in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow TLN's rules and regulations.

- Users must respect the privacy of others; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others, or represent themselves as another user unless explicitly authorized to do so by that user.
- Users must respect the legal protection provided by copyright and license to programs and data.
- Users must respect the integrity of computing and network systems; for example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network.
- Use should be consistent with guiding ethical statements and accepted community standards. Malicious use is not acceptable.
- This network may not be used in ways that violate applicable laws or regulations.

- Use of this network and any attached network in a manner that precludes or significantly hampers its use by others is not allowed.
- Connections which create routing patterns that are inconsistent with the effective and shared use of the network may not be established. Unsolicited advertising is not acceptable. Advertising is permitted on some Web pages, mailing lists, news groups and similar environments if advertising is explicitly allowed in that environment.
- Repeated, unsolicited and unwanted communication of an intrusive nature is not acceptable. For example, continuing to send e-mail messages to an individual after being asked to stop is not acceptable.

#### **5. Remedial Action**

Violations of these policies will be dealt with in a serious and appropriate manner. Violators will lose e-mail privileges. When TLN learns of possible inappropriate use, staff will immediately notify the user and their local library. If deemed necessary to prevent further possible unauthorized activity, staff may delete the user's account. Illegal acts involving TLN's network and computing resources may also be subject to prosecution by local, state, or federal authorities.

*Approved by TLN Board - October 19, 2000*