

Morenci Community Library

Use of Technology and Internet Guidelines

The Morenci Community Library (the "Library") encourages the use of its technology systems and services, including computer hardware, software, facilities, and resources used to share and exchange information and communication. While the Library provides access to various sources of information, users are reminded that not all sources of information are reliable or accurate and thus the Library does not assume responsibility for the content and/or accuracy of information found through the Library, especially as to information found on the Internet. Principles of freedom of speech, academic freedom, and privacy are recognized at the Library. However, the Library reserves the right to manage all systems and services, including the accessing of files, records or other content on the Internet, if violations of these guidelines or unlawful activities occur.

The Library's resources are not to be used for harassing, demeaning, offensive, or disruptive purposes and any such conduct will be reported to the proper authorities. The Library offers access to the Internet as a free service to its patrons. However, the Library does filter access to the Internet in compliance with the Children's Internet Protection Act and other relevant laws. Further, some Internet services may not be provided through the Library's connections for financial, technical or security reasons.

Conditions of Internet Use Guidelines

1. Children under the age of 8 must be accompanied by a parent or legal guardian. Children 17 and under must have permission of parent during card registration to access the Internet.
2. Unlawful activities and the viewing, displaying, printing or transmission of sexually explicit materials are prohibited. Users may be subject to prosecution by authorities for illegal acts and telecommunications fraud (ARS 13-3707).
3. Users must respect the physical and intellectual property of others including the Library, Internet resources, and content thereof.
4. Users should not share their password or other personal information with anyone, provide access to unauthorized users, or access another user's account without authorization.
5. Users should take precautions to avoid introducing viruses and malicious code to the Library network. Users use the Library's technology systems and services at their own risk.
6. Users should regularly back up important data and files to removable media such as USB storage devices or CDs.
7. Personal items should never be left unattended for any amount of time.
8. Users shall not waste finite resources, including printing excessive amounts as determined by Library staff.
9. Access to Library services and electronic systems are on a first come, first served basis and computers are assigned using an automated system with determined time limits.

Users may be asked to leave the Library and/or lose privileges of using the Library if there is a refusal to comply with these guidelines.

Rules of Conduct for the Library

For all areas:

- There shall be no food or drinks beyond the front desk area and snack table. The only exception being bottled water at the tables only. All food or drink containers must be thrown in the trash before leaving.
- When using a computer or device to watch videos or listening to music, patrons must use headphones or earbuds.
- All cell phone calls are to be taken outside unless it is business at the computers. Business calls not related to a need on the computer must be taken outside.
- Be respectful of the property and keep the library clean. If a patron plays with the toys or uses the space in any way it is their responsibility to clean up after themselves. Return toys to storage bins after use. If a child puts a toy in their mouth, the visitors must give it to staff to be washed and sanitized.
- Visitors must also be respectful of other patrons and use 'inside voices' while in the library.
- No running or horseplay in the Library.
- Printing is only available in the Adult section of the computers and limited to 10 pages per patron per day. Printing is available in Black and White or Color.
- Children under the age of 8 must be accompanied by an adult at all times.
- For Checkouts in the Library, kids and teens may get up to 3 books; 18 and over may get 3 books and 2 media items.
- Book checkouts are due back in 2 weeks, media items are due back in 3 days.