

**EXHIBIT A**

**NAPA COUNTY POLICY MANUAL**

**PART 1, SECTION 29**

**INTERNET AND ELECTRONIC USE SECTION**

**TRACKED VERSION**

## INTERNET AND ELECTRONIC INFORMATION USE POLICY

The Napa County Library's mission is to enable Napa County's diverse population to acquire information, conduct life-long learning, pursue knowledge, explore ideas, find recreational and cultural enrichment and experience the pleasure of reading. The Library offers, for all ages, broad and relevant collections in a variety of formats, and it utilizes technological linkages to many resources. The Library upholds and affirms the right of each individual to have access to constitutionally protected material and information.

### **The Internet**

The Internet, as an electronic information resource, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. It is an unregulated medium. As such, while it offers access to a vast array of tools and resources that are 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.

### **Disclaimer**

The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The Library cannot control or monitor material which may be accessible from Internet sources. The Library's selection policies which serve to govern the Library's purchase of materials are not applicable to material accessed electronically. Library patrons use the Internet and electronic databases at their own risk. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from use of its connection to the Internet.

### **User Responsibility**

Each individual user must accept responsibility for determining which electronic resources they will access and determining for themselves the relative value of the content. *Computer users are cautioned that the library is a public area that is shared by Library users of all ages, backgrounds, and sensibilities. Users of both their own devices and those provided by the library are asked to respect the sensibilities of others when accessing potentially offensive information or images.* The Library cannot censor access to material or protect users from offensive information. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted or received.

### **Ethical and Acceptable Use**

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided. It is also expected that use will be in conformance with the Library's Behavior policy which is posted in the Library. It is unacceptable to use the Library's computer systems and Internet resources for any purposes which violate the law or Library policies. The following is a list of unacceptable uses:

- Violation of applicable Federal or State laws.
- Use of the computers to gain access to the Library's networks or computer systems or to any other restricted network or computer system.
- Unauthorized use of computer accounts, access codes or network identification numbers.

- Violation of copyright laws or licensing agreements pertaining to software, files and other resources obtained electronically.
- Violation of another user's privacy or use of another's library card to gain access.
- Attempting to alter software configurations or to cause degradation of system performance.
- Engaging in any activity which is deliberately and maliciously offensive, libelous or slanderous.
- Installing or downloading any software.
- Disrupting or interfering with network users or services. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising, harassment of others, propagation of computer viruses, and overuse of interactive network utilities (commonly referred to as Denial of Service Attacks - DoS.).
- Sending, receiving or displaying text or graphics which contain extremes of sex or violence that are an end to themselves or which may reasonably be construed as obscene by contemporary statewide standards.
- Tampering with, destroying or damaging equipment, software or data belonging to the Library.
- The Library has received funding from the federal Emergency Connectivity Fund (ECF) to purchase mobile broadband hotspot and laptops. Any ECF supported equipment and services can only be provided to patrons who declare they do not have access to the equipment or services sufficient to access the internet.

### **Children's Access and Usage**

The Library affirms the right and responsibility of parents and guardians to determine and monitor their children's use of Library materials and resources. Restriction of a child's access to the Internet is the responsibility of the parent or guardian; the Library does not have the right or responsibility to act in the place of the parent (in loco parentis). There will be some resources which parents or guardians may feel are inappropriate for their children. Parents or guardians should let their children know if there are materials which they do not want them to use. Parents or guardians are encouraged to work closely with their children in selecting and using materials and resources that are consistent with their own distinct family and personal viewpoints or values. Parents or guardians should supervise their children's Internet sessions.

**Violation of Policies**

Users violating these or any other library policies and guidelines will be advised of the policies and asked to comply. Users who persist in violating these policies after previous warning will be restricted from using the Library's on-line services on that occasion. The Library reserves the right to prohibit those who fail to use Internet and computer workstations appropriately and reasonably from future access or use of the on-line services. Illegal acts may subject violators to prosecution by local, State or Federal authorities.