



BOARD OF TRUSTEES POLICY INTERNET AND ELECTRONIC RECORDS

The Euclid Public Library offers access to information resources on the Internet in response to advances in technology and to the changing information needs of the community. Internet access is one component of the library's purpose to provide access to key resources so all people can be informed, enriched, contributing members of the community.

Use of the library's electronic resources, network infrastructure, and access to the Internet shall be governed by guidelines issued, and from time to time amended, by the Board of Trustees of the Euclid Public Library.

The Internet, as a worldwide computer network, 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. Not all Internet sources provide accurate, complete, or current information, and some may be offensive. The Internet is a rapidly changing environment. The library does not monitor and has no control over the information accessed through the Internet and is not responsible for its content. Users shall be responsible for determining that the information they access is acceptable, reliable, and suitable for their needs.

As with all library materials, parents, guardians, and caregivers are responsible for their children's use of the Internet. Library staff cannot control the databases information, destinations, or communications that children may select on the Internet. Parents are encouraged to work with their children to develop acceptable rules for Internet use. Parents and children are also encouraged to read *Keeping Kids Safer on the Internet* produced jointly by the National Center for Missing and Exploited Children and the Office of Juvenile Justice and Delinquency Prevention. This publication is available at all library service desks and can be accessed at www.missingkids.com. Library staff is available to provide assistance and to help identify appropriate sites. The user, however, is the selector in using the Internet by making individual choices and decisions. Users shall comply with all age restrictions governing access to sites, as limited by the content provider, to usage by persons over 18 or 21 years of age.

Internet access supports the library's purpose of providing a variety of resources to meet the life-long learning needs of our citizens. Library electronic resources shall not be used to send, receive, display, or print text or graphics that may be reasonably construed as obscene, child pornography, or harmful to juveniles under Ohio law.

All uses of the library's electronic resources, including access to the Internet, shall be at the users own risk. In no event shall the Euclid Public Library be responsible for any claims, losses, damages, obligations, or liabilities directly or indirectly relating to use of the Euclid Public Library's electronic resources and/or the Internet, or caused thereby or arising there from.

In no event shall the Euclid Public Library have any liability for lost profits or for indirect special, punitive, or consequential damages or any liability to any third party, even if the library is advised of the possibility of such damages.

Misuse of the electronic resources of the library, or of the Internet, will result in the loss of computer privileges for the user.

Copies of this policy and guidelines adopted hereunder shall be available at all library service desks, and shall be posted at each workstation and made available on the library's website.

PRIVACY STATEMENT

Effective January 16, 2018, the Euclid Public Library website is provided for information purposes only. Euclid Public Library collects no personal information from website visitors. Euclid Public Library uses cookies to collect traffic data for analysis, and Euclid Public Library uses Google Analytics to track general use, but does not track or permanently record information about individual and their visits.

While the information contained within the website is periodically updated, no guarantee is given that the information provided in the website is correct, complete, and up-to-date.

Through the website you are able to link to other websites which are not under the control of the Euclid Public Library. The Library has no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

All users of the website agree to hold Euclid Public Library harmless from any and all claims, losses, damages, obligations or liabilities, directly or indirectly relating to the website and/or the networked information available via the website, cause thereby or arising therefrom. In no event shall Euclid Public Library have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if Euclid Public Library is advised of the possibility of such damages.

WORKSTATION USE & PRINTING COST STATEMENT

Effective March 20, 2018 users of the library's workstations will be limited to printing a maximum of ten (10) free sheets per day (up to \$1.00). Additional black and white prints will cost \$.10 per page and colored copies will cost \$.25 per page.

Guest pass users will be limited to a maximum of five (5) free sheets per day (up to \$0.50). Library patrons using a guest pass may also purchase additional copies at the costs for the same fee.

Adopted by the Board of Trustees 03-18-08; Updated 03-21-05; Updated 01-21-14; Updated 01-16-2018; Updated 03-20-2018; Update September 17, 2019