



ONTARIO CITY LIBRARY ELECTRONIC USE POLICY

The Ontario City Library (library) provides patrons with a valid library card access to personal computers (PC), the internet, printing, copying, scanning, and other electronic equipment for creative, educational, or leisure activities. Library PCs have internet filtering in compliance with the Children’s Internet Protection Act (CIPA).

The library will not be held responsible for any damage or loss of personal data or media while patrons are using equipment or the internet or for any activities patrons perform while using the equipment. Materials acquired/created/copied/printed may be subject to copyright law. Responsibility for the consequences of copyright infringement lies with the patron, not the library or city.

The library staff provides reasonable guidance and suggestions for basic, general use of equipment and the internet. Library staff cannot provide detailed help, individual instruction, or assistance in decision-making regarding the patron’s use of websites or equipment.

Types of Electronic Resources

As technology develops, the library may add new electronic resources whose use will follow this policy.

Personal Computers

Computer workstations and/or laptops are available at library locations. At the Ovitt Family Community Library computer workstations may be physically organized by the intended audience. In the Beverly Cleary Young Readers Room, internet computer workstations can only be used by children aged 12 and under. Other computer workstations are for individuals aged 13 and over.

Copy Machines

Copy machines with printing and scanning capabilities are available at library locations.

Wireless Internet (Wi-Fi)

Wi-Fi is available at library locations. Patrons may bring their own devices to use the library or city Wi-Fi.

Makerspace

Equipment in or related to the library makerspace is available at library locations, including but not limited to PCs, laser cutters, 3D printers, sewing machines, sergers,

robots, virtual reality, etc. Patrons using this equipment are also subject to statements agreed to in the participant waiver and release of liability required before use.

Guidelines for Use

- The patron using the equipment must be the named person on the library card. Patrons must show their library card to library staff members and adult patrons must present a photo ID upon request.
- Patrons may not add or remove apps, download any programs, or change the configuration of library equipment in any way.
- Patrons must save their work to their personal removable storage device, such as a USB drive.
- Access is on a first-come, first-served basis.
- A maximum of two people can be seated at each library computer workstation. Exceptions can be made at the discretion of library staff.
- Patrons must follow library staff's safety instructions.
- Patrons must follow the library's Code of Conduct.

Disallowance of Use

Patrons may be unable to use the library's electronic equipment for various reasons including, but not limited to:

- Fines/fees of \$10 or more on their library card account.
- Use of a library card belonging to another person. Such use may result in the suspension of access for both parties.
- Accessing material that is obscene. Such use will result in suspension of access. Per the library's Code of Conduct, illegal activity will be reported to law enforcement.
- Displaying material that is harmful to minors.
- Creating or printing weapons and any instruments or parts of weapons/firearms using library equipment.

Internet Access for Minors

During the library card application and registration process, the parent/guardian registering the minor's library card will determine whether or not the minor should have access to the internet when using library PCs. Library PCs have internet filtering in compliance with the Children's Internet Protection Act (CIPA). The library staff does not monitor minors' use of PCs. Responsibility for, and any restriction of, a minor's access and use of PCs and the internet lies with the minor's parent/guardian.

Suspension of Access

Violating the Electronic Use Policy can result in suspension of access to the library's electronic equipment. If a violation of the policy has occurred, library staff will:

1. Involve the Library Director or Library Services Manager(s), or a Supervising Librarian or assigned Building Lead if unavailable.
2. Gather information about the patron, including library card number, name, address, and phone number.

3. Complete an incident report along with details about the potential suspension of access and make a recommendation for the duration of the suspension.

After review, if the Library Director/Library Services Manager(s) agrees with the reasons for the suspension, the Library Director or designee will mail a "Suspension of Access" letter by email and/or certified mail within 14 working days of the violation of the Electronic Use Policy. This notification shall include the patron's right to appeal the suspension of access.

Appeal of Suspension of Access

Notice of Appeal. A notice of appeal may be made to the Ontario City Library Board of Trustees (Library Board). The notice of appeal must be made in writing within 14 business days of the date the email and/or certified mail was sent. Two copies of such notice shall be filed: One to the Library Director and one to the Library Board President, c/o Ontario City Library, 215 East C Street, Ontario, CA 91764. The Library Board will discuss the notice of appeal at the next available Library Board meeting, at which time the appellant may speak on behalf of the appeal.

Decision. The Library Board shall issue a written decision to the appeal within 60 days of the meeting. The Library Board shall have the power to affirm or reverse the suspension of access or to remand it to the Library Director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of review.

Suspension of Access Letter Template

To:

Care Of (*if patron is a minor*):

On (date) at approximately (time), you were observed at the (library location). At that time, you violated the Electronic Use Policy.

COMMENTS:

Because of the Electronic Use Policy violation, your access to electronic library equipment is suspended at all Ontario City libraries until the date listed below. You may be banned from the library if you use any electronic library equipment at any Ontario City Library location before the end date listed below.

You may file a written request to the Library Director, Ontario City Library, 215 East C Street, Ontario, CA 91764, to reconsider this suspension of access to electronic library equipment from all Ontario City libraries. Your written request shall set forth your reasons for reconsideration of the suspension.

THE LENGTH OF THIS SUSPENSION OF ACCESS TO USE ELECTRONIC LIBRARY EQUIPMENT FROM ALL ONTARIO CITY LIBRARIES SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE LIBRARY DIRECTOR OR LIBRARY BOARD ISSUES A WRITTEN DETERMINATION ALTERING THE

TERMS OF THIS DOCUMENT.

Access suspended: (date)

Access reinstatement: (date)

Staff initials: _____

Authority

The Library Director is authorized to change these procedures to provide for the fair and best use of electronic resources. Changes may be made as needed and without any advance notice.

Adopted by Ontario City Library Board of Trustees, July 2002

Revised by Ontario City Library Board of Trustees, May 2011

Revised by Ontario City Library Board of Trustees, March 2021

Revised by Ontario City Library Board of Trustees, November 12, 2024