

Electronic Resources Policy

I. Mission

"Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. These rights extend to children as well as adults.

Libraries and librarians exist to facilitate these rights by providing access to, identifying, retrieving, organizing, and preserving recorded expression regardless of the formats or technologies in which that expression is recorded."

(American Library Association Statement on Electronic Information, Services and Networks)

The mission of the St. Martin Parish Library is to provide patrons with current information resources including online electronic information resources. Access to worldwide communication and information services is a priority for students, educators, business administrators and other interested patrons. The purpose of the St. Martin Parish Library Internet connections and word processing computers is to provide services that promote and support education and informational research. This policy provides guidelines for use by all persons using the electronic resources.

Electronic resources currently accessible through the library include the following:

INTERNET: An unregulated worldwide information and communication network connection thousands of other computer networks.

DATABASES: Access to full text/abstracts of periodicals, reference and biographical articles.

WORD PROCESSING: The process of using a computer to prepare written documents (letters, reports, resumes, and the like.)

SPECIALIZED APPLICATIONS and PROGRAMS

II. Electronic Resources and Users Responsibility

Users should be aware that some information may be inaccurate, outdated, or offensive. Use of these resources carries with it a responsibility to evaluate the quality of the information accessed. Parents, not the library, are responsible for the use of these resources by their children.

Patrons may not use the workstations for the following:

- Illegal, unauthorized, unethical or commercial purposes.
- Manipulation of internal hardware and/or software including downloading and/or uploading of any software.
- Transmission or downloading of any material, text, or graphics in violation of state or federal laws including that which may reasonably be construed as obscene.
- Copying or downloading of any material in violation of copyright law. Downloading of software and files not in the public domain is a violation of copyright law and is expressly prohibited.
- Internet services are provided to the St. Martin Parish Library through the use of public funds and may not be used for personal or organizational profit.

Workstation use is a privilege and should be treated as such. Library staff has the authority at any time require a patron to leave the workstation. Prohibited uses will result in loss of computer privileges or banishment from the library. In accordance with the library's Code of Conduct policy, appeals should be addressed in writing to the Library Director or in person after scheduling an appointment. Perpetrators of malicious damage to the system will be prosecuted to the full extent of the law.

TIME: Computers automatically shut down 15 minutes prior to library closing time. Time is limited to an initial session of 90 minutes and a daily limit of 180 minutes. When there is no Wait List for computer use and there is enough time for a session extension prior to closing time, sessions may be extended in 30 minute increments with no maximum.

*Due to social distancing and sanitation requirements, effective June 1, 2020, computer use is limited to an initial session time of 30 minutes with extensions of sessions in 15 minute increments. Between users, stations are sanitized and there is a 20-minute time period of nonuse.

PRINTS: A charge of 10 cents per page will be accessed for all b&w prints. A charge of 50 cents per page will be accessed for all color prints. Patrons are responsible for all materials which are printed.

Electronic information technology is changing constantly. The St. Martin Parish Library Board of Control encourages patrons to make use of the new technology and welcomes comments and suggestions regarding policies governing use.

Feedback may be made in writing to the Library Director or via our web site's [comments & suggestions form](#) .

Developed by the Louisiana Library Association Public Library Section and St. Martin Parish Library Staff. In compliance with CIPA.

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