

St. Martin Parish Library

Electronic Resources Policy

I. Mission

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 consisting of thousands of 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, etc.)

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Users should be aware that some information may be inaccurate, outdated, or offensive.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. In addition to the use of technology protection measures, access to the Internet and World Wide Web may include ensuring the presence of library personnel when patrons are accessing the Internet. The Library does not routinely monitor public computers but does reserve the right to do so when a violation of this policy or illegal activity is suspected. 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. 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.

PRINTS: A charge of 10 cents per page will be assessed for all b&w prints. A charge of 50 cents per page will be assessed 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 website's [comments & suggestions form](#) .