



Computer and Internet Access Policy

Consistent with its mission, the Alameda Free Library (Library) offers computers and internet access to users. The Library provides computers with wired network connections, a wireless network to which personal devices and library-owned devices connect, and internet-enabled devices for use at home.

The Library strives to provide a welcoming environment for people of all ages. As a public place, computers and other devices are easily visible by others. Users are encouraged to be mindful of their surroundings and exercise sound judgment about what is appropriate to view in front of others. Users must have a library card to access Library computers. Short-term passes are available for those without library cards.

The Library has no control over content on the internet outside its website. Users may encounter internet content that they deem to be controversial, offensive, unorthodox, or inflammatory. Additionally, information on the internet may be inaccurate, incomplete, outdated, or illegal.

The Library employs software to manage time limits and printing. The Library also uses software on its computers to erase data after each session. The Library does not retain a history of the websites a person visited on its computers once that person ends their session. Moreover, the Library does not retain information about websites a person visits using its wireless network that is identifiable to that person. Network activity logs at the Library are encrypted and stored for 6 months. Network log storage follows industry best practices. Stored network logs are only used for the following reasons:

- To aid in troubleshooting network performance issues
- To aid digital forensics in the event of a major cybersecurity incident

The Library does not permanently retain records of people who use the internet, internet sites visited, or searches performed by users. If required to do so by court order or federal or state law, the Library may disclose records related to internet usage.

Internet Filters

To facilitate a welcoming environment for all, the Library complies with federal law mandating the use of filtering software in public libraries. The Library employs filtering software to protect against the visual depiction of pornography, obscenity, and child pornography. The filters also restrict access to websites deemed to be infected with malware.

Filtering software is not always accurate. Filters may block materials that are appropriate in a public library setting or they may fail to block access to illegal or objectionable material. The Library works to ensure the filtering software is as narrow in scope as possible. Should a person believe that a specific website is either inappropriately blocked or needs to be blocked, they may request the Library review the website by emailing refdesk@alamedaca.gov. The email must include the name of the person making the request, the website in question, and whether the site should be blocked or unblocked. Using the above filtering criteria, the Library will review the website and make a determination.

User Responsibilities

By accessing the internet at the Library or through an internet-enabled device provided by the Library, users agree to the terms and conditions of this policy. The Library's Behavior Policy applies to all people using the

Library, including those accessing the internet from the Library. A violation of the Library's Internet Policy will be considered a violation of the Library's Behavior Policy.

Users may not:

- Display materials with the intent to have them seen by others
- Harass or threaten others
- Violate the privacy of another user
- Use the library card of another person to access computers or the internet
- View material that violates federal, state, or local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography
- Gain inappropriate access to the Library's network or computers systems
- Violate copyright or licensing agreements
- Install or download software to Library computers
- Launch network attacks, network vulnerability scans, or propagate computer malware
- Unplug, remove, reconfigure, or otherwise modify Library equipment

Children's Use of the Internet

Each family determines what materials, including information on the internet, conform with their values. It is the responsibility of parents and guardians to determine the boundaries of acceptable internet usage for their children. The Library does not intrude on the familial relationship and does not act in place of a parent.

The Library designates certain computers for exclusive use by children. Parents and caregivers may assist children who are using these computers when visiting the Library.

Disclaimer

While the Library deploys cybersecurity measures, all networks have vulnerabilities. Public computers and wireless networks present security risks and third parties may obtain unauthorized access to users' information.

The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet or for the loss of personal electronic documents, files, or file storage devices while using the Library's computers, computer network, and internet connection.

Users assume the risk for engaging with any software, service, application, or website through the Library's computers and internet connection. The Library is not liable for the loss or compromise of any information, including confidential or sensitive data, or for any damages resulting from that loss or compromise.

It is the sole responsibility of wireless device users to provide antivirus protection and to configure personal equipment with appropriate security settings.