Steele Public Library Policy

Mission Statement

The Steele Public Library is a strong community partner providing programs and services that bring people together, foster creativity, and encourage lifelong learning. We preserve our storied past, enrich present lives, and prepare for an ever-changing future.

Our Vision

To be the welcoming heart of our community where all come to learn, discover, create, and connect.

Our Core Values

The Steele Public Library will guide accomplishment of our Mission and Vision by:

1. Being a warm and welcoming place for community members to gather.
2. Being actively engaged in the life of the community.
3. Being good stewards of the Steele Public Library’s financial and material resources.
4. Ensuring ready, equal, and equitable access to library materials.
5. Protecting confidentiality of library patron records
6. Championing everyone’s right to intellectual freedom.

**Circulation and Borrowing Privileges**

**REGISTRATION REQUIREMENTS**

The Steele Public Library is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Steele Public library pay taxes to support the library. Those people who live within the jurisdictional boundaries of the Steele Public Library need pay no additional fee to be eligible to receive their first library card. Library cards are renewed every 5 years without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of the Steele Public Library and is a patron in good standing. There is a fee of $2 to replace damaged, destroyed, lost or stolen library cards.

Individuals residing beyond the jurisdictional boundaries of the Steele Public Library and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Steele Public Library, may purchase a non-resident card for the price of $2.50. This fee entitles the entire family to use the Steele Public Library, but not neighboring libraries.

Adults wishing to register for a borrower’s card, renew and expired card, or replace a lost, stolen, damaged or destroyed card at the Steele Public Library must bring two forms of identification, at least one of which bears their name and address. These forms of identification include, but are not limited to, driver’s license, utility bills, mail or voter’s registration card. The borrower’s card will be sent to the patron via the U. S. Mail. It will be put in the mail to the patron within three working days of completing registration or may be picked up at the library.

Children under the age of 18 must have a parent’s signature on any initial application for a library card. The application must be completed with both the child and the adult present in the library. Children under the age of 16 may use the proof of residency provided by their parent. Children 16 and over may choose to provide their own proof of residency, or use that of their parent.

**ELIGIBILITY TO BORROW**

Individuals presenting valid borrower’s cards issued by the Steele Public Library are eligible to borrow materials from the Steele Public Library when the following conditions are met:

1. No materials which are more than one circulation period are overdue on their card.
2. No outstanding fines in aggregate excess of $5.00 have accrued to their card.
3. No materials borrowed for them from another library are overdue in any amount.

The library staff may not waive these regulations without the specific permission of the library director. However, the patron may request and receive a 24-hour hold on the item(s) he or she wishes to check out to allow the patron to connect the situation which has resulted in loss of eligibility to borrow.

**Fees and Fines**

The Steele Public Library has established, in addition to the schedule for lost or damaged items, a schedule of fines for overdue materials as well as fees for other services provided by the Steele Public Library. This schedule is part of the Steele Public Library Procedure Manual. It includes per day fees for books, media, magazines and other parts of the circulating collection.

Fees for library services are part of the Procedures Manual and include fees for photocopies, faxes, printing, etc.

Patrons with responsibility for material in any format which is more than 14 days overdue are also responsible for any and all collection and/or court costs incurred by the library in its efforts to secure the return of the material.

**LOST AND/OR DAMAGED MATERIALS**

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of the library patron who borrows and loses any library material. In the case of children under the age of 18, it is the parent’s responsibility to pay for lost or damaged items. The replacement cost schedule may be found in the Procedure Manual but includes current or average retail cost for the item plus a processing fee.

**HOLDS**

Patrons may reserve materials which are not immediately available for patron use, but are in the collection of the Steele Public Library. When the reserved materials are available to the patron who has place the reserve, the library will notify the patron via phone. The specific title of the material will not be shared to anyone other than the library patron who placed the reserve. If the patron is not available by phone, a message will be left the date of the message will be noted and the material will be help for the patron for a period of one week. If additional patrons are waiting for the material, the next patron on the list will be called and notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. In no circumstances will the library leave more than one message regarding a hold on a specific item. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.

**CIRCULATION AND BORROWING PROCEDURES**

**Overdue material fines**

Books $0.25 per day, not to exceed the cost of the item

Books on cassette $0.50 per day, not to exceed the cost of the item

**Fees**

Copies: $1.00 per page. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

Fax/transmission: $2.50 for the first page $1.00 for each page after. The Steele Public Library assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

Computer printout: $1.00 per page. This fee applies to all material printed by library printers including, but not limited to, Internet downloads, CD\_ROM product information, personal work, and graphics.

**LOST AND/OR DAMAGED MATERIALS**

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents’ responsibility to pay for lost or damaged items in accordance with the following schedule of term:

1. Retail replacement cost of any item which is lost or damaged beyond repair and for which a current price can be found plus a reprocessing fee of $1.00.
2. Average replacement cost for any item which is lost or damaged beyond repair and for which a current price cannot be found plus a reprocessing fee of $1.00.
3. Minor repairs will be made in house when possible without a fee.
4. In addition to the foregoing, in the event that any person’s failure to return any book or library material in an undamaged condition, is determined to be willful, the Director of the Library exclude such person from further use of the library or any privileges attendant thereto until full restitution to the library has been made.
5. All fines and penalties for the commission of injury upon the library, its grounds or the property thereof shall be paid into the general fund of the library or the body enforcing this ordinance.

**Collection Development**

**PURPOSE OF THE COLLECTION**

The purpose of the Steele Public Library materials collection is to provide resources to assist individuals in their pursuit of educational objectives, intellectual and emotional health, the enjoyment of leisure time and practical solutions to daily problems. The library is responsible to its potential constituency to announce this purpose statement, to evaluate and alter it as the community changes and to increase the opportunity for all potential users of its resources to achieve their purposes through the library.

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous bases, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials that are removed from the library collection may or may not be made available for public purchase at book sales.

The Steele Public Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library of Rights and the Freedom to View statement of the American Film and Video Association.

Requests for reconsideration may be made only by registered patrons, and shall be made in writing and given to the library director for a written response. Appeals are directed to the Board for final decision.

The Purpose Statement assumes specific definitions for the term “Resources” and for the four categories of activity to which these resources are directed. The term “Resource” includes:

1. Print and non-print materials available within the Steele Public Library.
2. Electronic database resources
3. Resources in other libraries or locations to which the library may achieve access through interlibrary loan or a similar resource sharing process.

These resources respond to four categories of activity:

1. Resources for Education
2. Materials that supplement the formal curriculum of primary, secondary and post-secondary schools.
3. Materials that support self-education pursued apart from a structured or formal program.
4. Resources for Emotional and Intellectual Growth

Material that satisfy a personal need and relate to self-directed attempts at personal understanding and personal growth. The acquisition of these materials represents a commitment to the improvement of the quality of life of the individual.

1. Resources that Enhance the Enjoyment of Leisure Time

Materials purchased as a source of pleasure and fun for the user. These materials are not purchased as goal-oriented items, and therefore acquisitions decisions may rest more heavily upon the potential pleasure to be derived by the user than the critical appraisal of the materials.

1. Resources that Assist in the Practical Solution of Daily Problems
2. Materials that empower the individual to live more independently.
3. Materials generally directed at the solution of short-term problems.
4. Materials that help individuals save money, improve health, save time, etc.

**DEFINITION OF PATRON NEEDS TO BE ADDRESSED BY THE LIBRARY**

The library acknowledges that each person has information needs that are important to that individual. It also recognized that it has limited financial resources to respond to these needs. The library has a responsibility to use public funds in ways that are advantageous to the largest number of its constituents. While the library’s materials collection will not deny any need consistent with the recognition that it has the ability to meet certain needs more effectively and efficiently than other needs. It is cognizant of the availability of complementary information-giving institutions in the region and has examined the collections of other public and academic libraries in the area.

**SELECTION RESPONSIBILITY**

The responsibility for book selection rests with the library, operating within the framework of the policies enunciated herein, and adhering to generally accepted professional practices.

**COPYRIGHT RESTRICTIONS**

The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.

Under certain conditions, public libraries are authorized to lend, lease, or rent copies of computer programs and videotapes to patrons for nonprofit purposes. Any person who makes and unauthorized copy or adaptation of a computer program or videotape or redistributes the loaned copy or publicly performs or displays the computer programs or videotapes, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

**MATERIAL SELECTION**

Selection is the decision to add, retain or delete material as part of the library’s resource collection. All materials, whether purchased by the library or donated to it, are evaluated in accordance with these guidelines. Each item is evaluated on its significance as an entire work rather than upon the merit of individual parts. Selection decisions may be made upon one or a combination of guidelines as applicable to the item in question. Guidelines used by the Steele Public Library to evaluate materials to be selected for its collection include:

1. The needs of the community.
2. The overall balance of the collection.
3. The spirit of service and philosophy of the library.
4. The availability of material from other sources.
5. Budgetary limitations.
6. Suitability of the format of the item for library use.
7. Relations to existing collections and other material on the subject.
8. Reputation or significance of the author.
9. Reviews in professional literature or patron request.
10. Accuracy of the item.
11. Appearance in standard bibliographies and indexes.
12. In-print availability.
13. Literary merit.
14. Locally produced or authored material.
15. Price.
16. Suitability of reading level, interest level and treatment of subject to the age of the intended audience.
17. Use of the material locally as assigned reading, viewing or listening.

**SELECTION TOOLS**

Because it is impossible for librarians to examine all items being considered for purchase, they depend on reliable selection aids. The librarians regularly depend on the reviews found in standard sources. Other selection aids, such as “Notable Book” lists chosen by the American Library Association, National Book Awards lists, and published lists of bestsellers may also by used as required.

**NON-BOOK MATERIALS**

The criteria for and the methods of selection of non-book materials are the same for books.

Non-book items purchased by the library for in-house use or for circulation by include pamphlets, study prints, art prints, computer software, microfilm, compact discs and games, toys, puzzles and prizes.

**REQUEST FOR RECONSIDERATION OF MATERIALS**

Strong objection to any library materials must be made in writing according to “Procedures for Handling Complaints about Library Materials” provided int the attachments. Examination and reconsideration of materials, if necessary, will be handled as outlined in these procedures. A copy of these procedures as well as forms for registering complaints may be obtained in the department from the library.

The Steele Public Library subscribes to the provisions of the Library Bill of Rights and the Freedom to Read Statement as adopted by the American Library Association. These documents are considered a part of this policy. All individuals have the right to choose which library materials they will use. However, no one has the right to restrict the freedom of others to read whatever they wish. No book or other material in question is automatically removed from the collection because of an objection to it.

**COLLECTION MAINTENANCE**

**Duplicate Copies**

The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated, duplication to meet the demand is implemented.

**Weeding**

In order to maintain the best possible collection of materials, a continual weeding process takes place. Items are discarded if they are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition.

A complete weeding of the entire collection is accomplished every 5 years. Items discarded are plainly marked and may be donated or sold.

**DISPOSAL OF SUPRPUS LIBRARY MATERIAL**

Library property (i. e. print and non-print materials, equipment, supplies and/or any personal property) which in the judgement of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the library’s collection or gift materials may be discarded, sold, or upon the approval of the Library Director be given to local philanthropic, educational, cultural, government or other not-for-profit organizations.
2. Any other personal property having an individual current value of less than $100 may, at the discretion of the Library Director, be discarded, turned in on new equipment or made available for sale in accordance with the policies of the Library’s governing body.
3. No favoritism shall be shown to library employees, members of the Library Board or members of their immediate families who make bids on or purchase any library item declared surplus.

**Revision of Selection Policy**

Because the needs of the community change, this materials selection policy is revised as needed and/or is reviewed at least every five years.

**DONATIONS, GIFTS AND MEMORIALS**

The Steele Public Library is grateful for gifts, and its collection has been enriched by donations of materials as well as by contributions. Through donors, the library has been able to acquire materials which could not have been purchased otherwise. The library staff can supply, upon request, a list of needed materials for consideration by the donor.

The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. In order that the Library can properly honor the generosity, a special form to record the information is used and should be completed.

In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable proportion can be use. Some materials cannot be used because any library material, though of value in itself, may be (1) a duplicate of an item of which the library already has a sufficient number, (2) outdated – interesting but not of sufficient present reference or circulating values to the library; and/or (3) in poor condition – which would not justify the expense of processing it, i. e. cataloging and preparing for circulation. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Steele Public Library accepts gifts of books with the understanding that books which are useful to the library collections will be retained and other books disposed of in whatever manner the librarian deems best. The library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classifies according to library standards for the best public service.

The library welcomes cash contributions, gifts of real property, stocks and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the Library Director with the backing of the Library Board of Library Trustees.

**Income Tax Statements**

The library cannot appraise the value of a donation of materials or art. It will however, issue the donor a letter acknowledging the donation. It is the donor’s decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situations for the specific effect.

**Restriction**

No donation can be accepted unless it is given to the library without restrictions unless the Board of Library Trustees has specifically adopted an agreement to do so. All gifts may be used, sold or disposed of in the best interest of the library. All donations are accepted only if, in the opinion of the Library Director and the Board of Library Trustees, they are in the best interests of the library.

**Form**

A Gift Agreement Form must be signed by the donor and approved by the Library Director for unrestricted gifts and the Board of Library Trustees for restricted gifts.

**FACILITY**

**Hours of operation**

The Steele Public Library maintains consistent, posted hours of service during which all services of the Steele Public Library are available to patrons. These hours are:

Monday Closed

Tuesday 12:30-4:30

Wednesday 12:30-4:30

Thursday 12:30-4:30

Friday 12:30-4:30

Saturday Closed

Sunday Closed

The book drop is available for the return of all material during the hours the library is closed. The book drop is located one door down from the entrance to the library at 108 Main Street.

**Exhibits**

Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than four weeks, with set and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set-ups for public viewing in the library and will take no extraordinary measures to insure its safety.

**SERVICE TO PATRONS WITH DISABILITIES**

The Steele Public Library offers the same services to patrons with disabilities as to all other segments of the population. In addition to these services, the Steele Public Library acts as facilitator between the patron and Services to the Blind and Physically Handicapped, and welcomes service animals in the library as long as service animal is on a leash and under control.

**EMERGENCY SITUATIONS**

**Fire**

In the event of a fire, library staff will sound the fire alarm, report the fire to the Fire Department and assist in evacuating the building.

**Medical Emergencies**

In the event of an ill/injured patron, the library staff will respond positively with any reasonable help. If the ill/injured person is unable to make calls, the library staff will assist in notifying a relative or call an ambulance if necessary.

**Weather Emergencies**

If dangerous weather is imminent, the Person-in-Charge will notify the patrons and staff of weather conditions and invite them to take shelter in a building location predetermined as the best shelter available. The doors to the library will remain unlocked so that passersby will be able to seek shelter.

**PATRON CONDUCT**

All library patrons are expected to conform to the rules listed below. Persons violating these rules may be instructed by a person in authority to leave the building. Failure to leave as instructed constitutes trespassing. Whenever necessary, police will be contacted.

1. Disorderly conduct is prohibited.
2. Physical abuse, assault on another person, or the use of abusive, insulting or threatening language to a person in the building shall be cause for removal of the offending party or parties.
3. Persons intoxicated from alcohol or other drugs will be advised to leave the premises.
4. Improper acts, which are subjected to prosecution under criminal or civil codes of law, are prohibited.
5. Smoking, food and drink are not permitted in the library.
6. Guide dogs for the physically disabled are admitted but other animals or pets are to remain outside the building.
7. Children younger than 10 years of age must be accompanied by an adult at all times. An effort will be made to contact the parents of unattended children. Children who are causing a disturbance will be dealt with as the need arises. Children remaining on the premises after closing time will be reported to the County Juvenile Officer.
8. No loud talking or boisterous behavior (running, play fighting, etc.)
9. No destruction or mutilation of library property
10. If the use of cell phones is necessary, please be considerate of others in the library. Do not talk loudly, or place your call on speaker.

Anyone known to have violated any of the above rules or anyone known to have habitually violated the law may be excluded from the library as a matter of administrative policy. The Steele Police Department will be contacted for severe instances.

**VOLUNTEER INSURANCE NOT CARRIED**

The Steele Public Library recognizes and appreciates the hard work and unique talents the volunteers of the community offer to the Steele Public Library throughout the year. All work performed by volunteers is done without compensation and at the risk of the volunteer. The library does not carry insurance which protects the volunteer in the case of accidental injury.

**REFERENCE SERVICES**

The Steele Public Library serves a diverse public with unique individual needs and levels of ability to conduct research independently. At times of peak activity within the library, it is mandatory that rules for providing reference assistance is established.

All staff members are taught to treat each question asked with respect insofar as the level of assistance required and the topic of the question. Names of users and the transactions that occur between users and staff are confidential and not disclosed outside a professional content.

Reference service and materials are available to all regardless of the age, race, sex, social, or economic status of the patron. Reference service and materials are available during all hours the library is open and are provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, and email. The reference questions of patrons visiting the library are given the highest priority. All requests for information receive an answer or status report within one working day. Questions that cannot be answered with onsite resources are referred to another agency. Such referrals are verified and/or mediated by library staff.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as surrogate for a professional in any of the fields listed above. If all materials within the library are beyond understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice.

Reference materials regardless of format may not be removed from the library.

**PHOTOCOPY SERVICE**

The library provides a photocopy machine for the patron’s convenience and to protect the library collection. Copyright laws are to be followed by all patrons making photocopies. The library has no responsibility for personal violations of copyright law.

**CONFIDENTIALITY POLICY**

The Steele Public Library abides by Missouri Statute Title XI, Chapter 182, section 182.817 Confidentiality of Library Records which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Steele Public Library does not make available the records of patron transactions to any party except in compliance with the law. The Steele Public Library does not make available lists of registered patrons except in compliance with the law.

**Patron Requests:**

A patron must present either their barcode number or their patron ID number, either in person or on the telephone, before any information will be given concerning:

1. Items charged out
2. Items overdue
3. Fine information
4. Hold information (either items on hold or those awaiting collection)

When speaking to a family member and not to the patron, information about the material should be restricted to information that does not reveal the content.

Sample:

1. A videocassette borrowed is overdue and should be returned.
2. A book that had been reserved is now in and can be picked up.

If a person other than the patron requests information, staff will state that they are only permitted to discuss specific information with the patron.

**Patron Personal Information**

Address, phone numbers, or any other personal information from a patron’s record may not be given out without direct consent of the Library Director.

**INTERNET POLICY**

**General Policy:**

The Library provides computer services, including free access to the Internet to card holders in good standing, in accord with its goal to enrich the community by connecting people to the world of ideas, information, and imagination to support their work, education, personal growth and enjoyment. These electronic resources and services meet the cultural, educational, informational, and recreational needs of the community.

**Internet Use Disclaimers:**

The Internet is a global computing network that provides access to a wide range of educational, reference and recreational resources, many of which are not available in print. The Internet does not fall under the control or governance of any single agency, government or organization, and therefore the Library can make no guarantees regarding the accuracy, content, nature or quality of information obtained through the Internet. Further, the Library does not endorse viewpoints presented on the Internet.

In no event shall the Library have any liability for damages of any kind arising from its connection to the Internet. Users of the Library’s computers and Internet access, wireless internet access, including, in the case of minors, their parents or guardians, agree to assume full liability (legal, financial or otherwise) for actions.

**Disclosures:**

Internet access in the Library allows access to ideas, information, images and commentary beyond the scope of the Library’s collections, selection criteria and collection development policy. Some of the Internet material may be controversial. Court decisions over the years have interpreted the Library to be a “limited public forum” and, as such, the Library may not discriminate against constitutionally protected content or viewpoints.

The exception to the “limited public forum” doctrine is the Children’s Internet Protection Act (CIPA). Under CIPA it is not acceptable for a minor to receive any material through any website, email, chat room or other direct electronic communications, if it is deemed harmful to minors. CIPA defines harmful as “any picture, image, graphic image file, or other visual depiction” that, with respect to minors which:

1. Taken as a whole appeals to a prurient interest in nudity, sex or excretion.
2. Depicts, describes, or represents, in a patently offensive way, an actual or stimulated sexual act or sexual conduct, actual or simulated normal or perverted sexual acts, or lewd exhibition of genitals.
3. Taken as a whole, lacks serious literary, artistic, political or scientific value.

To offer some safeguards for children, the Library provides filtered access for individuals using library computers. A filter is a third-party software that blocks access to certain websites. Parents and guardians should understand that filters limit, but cannot eliminate, a child’s exposure to potentially harmful or undesirable information. Therefore, it is a parent or guardian’s responsibility to monitor and control the internet usage of minor children. The library will implement filters that endeavor to identify sites that would not comply with the provisions of CIPA, bur will not apply filters to generic word lists or lists of sites not relevant to CIPA.

The Library’s computers are also subject to access by law enforcement authorities, acting through federal or state law. The Library will cooperate in the prosecution of violations arising out of use of its computers for illegal purposes and activities.

**Guidelines for Use:**

Therefore, library users **may not** perform the following actions and Library staff shall intercede when these policies are violated.

Persons using library-supplied Public Access Computers or wireless internet services may not:

1. Use these services in a way that violates local, state or federal law. Illegal acts involving Library resources may be subject to prosecution by local, state or federal officials. Electronic gambling via the Library’s computers is strictly prohibited by this policy.
2. Post, transmit, access or display obscene and illegal material. This includes sending, receiving or displaying inappropriate materials, defined as text or graphics.
3. Use the services for illegal or criminal purpose.
4. Use the services to harass or defame others.
5. Violate copyright laws or software licensing agreements.
6. Use sounds or visuals which may be disruptive to others.
7. Violate another Library user’s privacy.

Persons using library-supplied Public Access Computers may not:

1. Attempt to change any pre-established system configurations.
2. Install or download any software onto the computer hard drive or BIOS.
3. Damage computer equipment or software.

**Further Guidelines for Use:**

1. Communication services such as email, instant messaging and social networking sites are only available as internet services. The library does not provide accounts or storage for these services.
2. Patrons may save data to preformatted discs, or to their own flash drives. They may not save to the hard drives of library computers. If a working copy of a document is left on the library computer, there should be no expectation of that document or file being available at a future session.
3. If a library computer user finds a site that is inadvertently and inappropriately blocked by a filter or other technological impediment, the user may report the site to staff. Staff will endeavor to review this site and determine whether it is actually being actively filtered, and if so, whether it should be and whether to permit temporary or unlimited access.

**Security:**

The Library endeavors to protect the privacy and confidentiality of library users. Internet users should be advised, however, that because security is technically difficult to achieve, electronic transactions and files could become public.

Please note that the wireless access provided by the library is non-secured and potentially subject to monitoring by third parties within range of the building and with the technical capability to do so.

Patrons must be responsible for protecting their privacy and the confidentiality of their information.

**Enforcement:**

Enforcement of this policy will be done in accordance with the library’s behavior policies.

Adopted: January 23, 2023 by the Steele Public Library Board of Trustees