

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

FROM: Jennifer Mellon, Senior Management Analyst 

DATE: November 27, 2006 (Meeting of December 20, 2006)

SUBJECT: Consider and Approve Library Policies

DISCUSSION

Staff is requesting Council approve three Moorpark City Library policies. These policies explain rules and govern practices which the library follows on a daily basis. It is the purpose of the Moorpark City Library to make available to everyone who needs or desires them, the widest diversity of views and expressions.

The first policy under consideration is the Circulation Policy which governs the terms by which materials may be borrowed from the library, outlines requirements to obtain a library card, and includes the Library fines and fees schedule. The Circulation Policy is consistent with the current Ventura County policy with the following changes: (1) loan period for DVD's and music CD's will be one week, (2) "Hot off the Press" popular fiction and non-fiction titles will loan for one week with no holds or renewals, (3) parents can request their minor children not be permitted to borrow DVD or Video items; the check-out of DVDs and Videos is an "all or nothing" situation, (4) fines for overdue audio-books are \$1.00 per day rather than the standard .20¢ per day for all other material, and (5) the maximum overdue fine for audio books, DVDs, Videos, and Music Compact Discs is \$20.00.

Second is the Materials Selection Policy which explains how material is selected for the library and the parameters followed to ensure a well rounded collection that fills the cultural, educational, and recreational needs of the community. The policy also covers gifts, withdrawals, and excerpts from the Library Bill of Rights.

Also included as a part of this policy is the Adopt-a-Book program the Staff would like to initiate as an effort to involve the community with library collection development. This year-round program provides the public with a unique way to support the library by making a donation to be used to purchase collection materials. The program can be used to honor, celebrate, or memorialize a special person or event in one's life. A bookplate will be placed in the book with an acknowledgement and tax deductible donation receipt sent to the donor.

The third policy presented for approval is the Internet and Computer Use Policy. This policy outlines rules regarding the use of the library Internet stations and is consistent with the current Ventura County Internet policy. Additionally, the Moorpark City Library will provide free wireless Internet access to the public. Rules regarding the wireless network terms of use have been added to the Computer Use Policy. Prior to logging on to the wireless network, the user will have to check a policy box accepting the terms of use.

Staff has worked with LSSI and the Library Task Force to draft policies that we believe are inclusive while preserving the principles adopted by the American Library Association Council as the "Library Bill of Rights" in 1948 and reaffirmed in 1996. Staff recommends Council approve the Moorpark City Library policies listed below to be effective and enforced January 1, 2007.

STAFF RECOMMENDATION

1. Approve Moorpark City Library Circulation Policy
2. Approve Moorpark City Library Materials Selection Policy
3. Approve Moorpark City Library Internet and Computer Use Policy and Patron Agreement
4. Direct staff to incorporate these three library policies into the City Council Policies Resolution at the time of the next update.

Attachments:

Moorpark City Library Circulation Policy

Exhibit A – Moorpark City Library Circulation Policy Fine and Fee Schedule

Moorpark City Library Materials Selection Policy

Attachment "A" – Library Bill of Rights

Attachment "B" – Intellectual Freedom Statement

Adopt-A-Book Application Form

Moorpark City Library Internet and Computer Use Policy and Patron Agreement

MOORPARK CITY LIBRARY CIRCULATION POLICY

The following policy governs the terms by which materials may be borrowed from the Moorpark City Library.

LIBRARY CARD REGISTRATION

Any person residing in California may borrow materials free of charge from the Moorpark City Library.

Any person applying for a library card must show proof of identity and residence. Acceptable identification may be any of the following:

- California driver's license
- California identification card
- Check imprinted with name and address
- Official mail (postmarked with current address)
- Current bill imprinted with name and address
- Current monthly rent receipt
- Tax payment receipt.

Children are eligible for a library card as soon as they can print both their first and last names on the applicant signature line. In the event a child is unable to print, and at least 5-years of age, parental signature will be accepted. The minor's date of birth is required on the application. A parent or legal guardian must assume responsibility for materials borrowed by a person under the age of 18; therefore, the adult's identification and signature is required for registration of a minor. The Library cannot issue a borrower's card to a minor based on the request and signature of a family member other than the parent, unless that person demonstrates that he or she is the child's legal guardian.

Once the library card application is signed, the user agrees to follow the rules and regulations of the library. New borrowers are limited to borrowing two items on the day the card is issued. When those items are returned, the borrower may borrow with full privileges if in good standing.

CONFIDENTIALITY OF LIBRARY RECORDS

California State law (*Government Code*, Title I, Division 7, Chapter 3.5, Sections 6254 (j) and 6267) protects the confidentiality of library patrons. Library staff will always operate in a manner that conforms to the requirements of the law in the handling of patron records and accounts. According to this statute, library staff may not release information to any other party regarding any item borrowed by any other person, including information released to a parent or legal guardian regarding what items their child has checked out.

As permitted by the above-cited statute, library staff may release information on a borrower's account to a third party if the borrower has provided a written notice allowing the third party access to the borrower's account information. A borrower may authorize another party to pick up and check out materials by sending his or her library card along with the written request or notice with the third party.

Demographic information may be gathered in order to plan library services. This information is used anonymously and is not disclosed in any way that would identify the person registering. All information provided on the registration form is protected by the statute cited above.

NON-RESIDENT BORROWERS

Persons residing outside of the State of California may obtain a library card by paying a non-resident fee of \$25.00 per year. Payment of this fee will entitle the borrower to the same borrowing privileges enjoyed by all other library card holders.

LOAN PERIODS

Reference Exhibit A – Moorpark City Library Fine and Fee Schedule for detail regarding loan periods. All items can be renewed once, for a full loan period, unless the item is on hold for another borrower. Loan periods for interlibrary loaned materials will be determined by the lending institution.

Certain new and high-demand books and other library materials in the Library's collection will be included in the Library's "Hot off the Press" book collection at the discretion of library staff. "Hot off the Press" items will be available for a one-week check-out period with no renewals and will not be available for holds. "Hot off the Press" items will be clearly labeled and shelved separate from other materials.

Reference materials and microforms must be used in the library and are not available for checkout. These materials may be loaned to other libraries for in-library use only.

RENEWALS

All items, with the exception of DVDs and "Hot off the Press" books can be renewed once for the standard loan period for the item unless the item is on hold for another borrower. Patrons may renew overdue items provided they pay the fine in total before renewing.

Cataloged materials may be renewed at the Moorpark City Library circulation desk, from any library computer, via the Internet, or by phone.

NUMBER OF ITEMS PER LIBRARY CARD

Reference Exhibit A – Moorpark City Library Fine and Fee Schedule for details regarding borrowing limitations for specific material.

PARENTAL CONTROL OF MINORS' ACCESS TO VIDEO AND DVD MATERIALS

The Library will honor written requests by a parent or legal guardian that their minor children not be permitted to borrow any DVD or video item.

RESERVES AND INTERLIBRARY LOAN

Holds may be placed to reserve items (excluding "Hot off the Press" books) by completing a hold request form on the online catalog. Users will be notified via e-mail or by phone when items are available. Items will be held for one week from the date of notification of the users.

Items not owned by the Moorpark City Library may be requested from other libraries by filling out an "Interlibrary Loan Request" form on the online library catalog.

OVERDUE, LOST, AND DAMAGED MATERIAL

Library users assume full responsibility for the return of materials, in good condition, on or before the due date noted on the receipt. Fines will be charged for each day the library is open. Fines vary by item type.

Media materials may not be returned in the book drop. A charge of \$2.00 per item will be assessed if any audio/video materials are returned in the book drop.

Library users assume full responsibility for loss or damage to materials they check out. Damage includes, but is not limited to, torn covers or pages, writing in or on materials, water damage, missing pages, missing pieces, scratched discs, and dirty or damaged cases or damaged parts. Charges for materials lost or damaged beyond repair will be the price shown in the Library's automated catalog, either the actual cost or a default cost for the type of item plus a \$6.00 processing fee, and accrued fines (if applicable). In the cases of unusual circumstances, it will be left to the Library Director under discretion of the City to assess charges for lost or damaged materials other than as specified in this policy.

In lieu of paying for a lost item, a patron may replace the lost material with like material of equal or greater quality. The Library Director has final authority to determine the acceptability of the substitute item. The borrower is still responsible for the processing fee and any fines accrued. Charges for damaged materials that can be repaired will be determined on a case-by-case basis by the Library Director under the discretion of the City.

For materials borrowed for a Moorpark patron from another library (interlibrary loan materials), the replacement cost is determined by the lending library. The borrower is still responsible for the processing fee and any fines accrued.

The Library will make every attempt to notify patrons when items become overdue. Overdue notification is made by e-mail or voice notification when items reach 7 and 21 days overdue. Overdue items are considered lost 30 days after the due date and accounts will be referred to a collection agency. Patrons are responsible for all late fees whether or not they receive a notice.

User accounts with fines and fees totaling \$5.00 or more will be blocked from further use until all fines are paid.

Adopted by the Moorpark City Council, 12/20/2006.

EXHIBIT A
MOORPARK CITY LIBRARY CIRCULATION POLICY
FINE AND FEE SCHEDULE

Item/Material	Loan Period	Borrowing Limit	Fine	Maximum Fine
Fiction	3 weeks	None	20¢/day	\$6.00 per item
Non-Fiction	3 weeks	5 per subject	20¢/day	\$6.00 per item
Magazines (over 1 year old)	3 weeks	10	20¢/day	\$6.00 per item
"Hot Off The Press" Items	1 week	None	20¢/day	\$6.00 per item
Holiday Books	3 weeks	5 titles	20¢/day	\$6.00 per item
Assignment Books (subject specific, vary throughout the year)	3 weeks	5 titles	20¢/day	\$6.00 per item
Science Fair / Project Books	3 weeks	5 titles	20¢/day	\$6.00 per item
Audio Books	3 weeks	5 titles	\$1.00/day	\$20.00 per item
Compact Discs	1 week	5 titles	20¢/day	\$20.00 per item
Videos / DVD's	1 week	5 titles	20¢/day	\$20.00 per item

Description	Fee
Replacement Library Card	\$1.00 each
Non California Resident Library Card	\$25.00
Copies	10¢/ per page
Placement of Media Materials in Book drop	\$2.00 per item
Processing Fee for Lost/Damaged Material	\$6.00 per item
Audiovisual Cases (excluding jewel cases)	\$5.00 each
Jewel Cases	\$1.00 each
Missing Barcodes	\$1.00 each
Interlibrary Loan Fee	Varies based on lending library fee
Returned Checks	\$25.00 each occurrence
Delinquent Account Collection Agency Referral	\$10.00 each occurrence

MOORPARK CITY LIBRARY MATERIALS SELECTION POLICY

I. MISSION

The Moorpark City Library provides information, lifelong learning, inspiration and enjoyment to people of all ages through reading and technology. This Materials Selection policy sets guidelines used by the library for the selection of books and other print and electronic materials.

II. GENERAL GOVERNING FACTORS

The selection of materials for the library is governed by four factors:

- A. The needs of the individual and of the community.
- B. The individual merit of each work.
- C. The existing collection, budget and services of the library.
- D. The library adheres to the *Library Bill of Rights* and *The Intellectual Freedom Statement* (see Attachments A and B, respectively).

III. PRINCIPLES OF SELECTION

- A. The library aims to obtain and make readily accessible materials that fill the cultural, educational and leisure needs of City residents.
- B. Materials are selected from a number of sources. The basic consideration for the selection of any item is whether it is of proven or potential interest to the community served.
- C. Additional criteria include:
 - Availability and cost of the material
 - The amount of similar material already in the collection
 - The availability of the material elsewhere in the community
 - The physical makeup of the material
 - Opinions expressed by critics or reviewers
 - Local interest or demand
- D. In Selecting Materials to reflect the diversity of the needs and interests of the residents of Moorpark, it should be recognized that some materials chosen may be offensive or trivial to some persons while being meaningful or significant to others. The library does not endorse or agree with all opinions expressed in the materials in the collection.
- E. Materials shall be made as accessible as possible to the public. The library does not serve as censor of the reading of any person. The library recognizes the importance in an open and democratic society of allowing individuals to form their own opinions on issues and, therefore, acquires materials that may be of a controversial nature.
- F. Responsibility for the use of library materials by minors rests with their parents or guardians. The selection of materials for the library will not be governed by the possibility that these materials may come into the possessions of minors. The library cannot be expected to act *in loco parentis*.

IV. RESPONSIBILITY FOR SELECTION

- A. The initial responsibility for materials selection lies with the professional staff working within the area of service to children, young adults, and adults. The general public may recommend material for consideration.
- B. In making selections, library staff shall do so in a manner based on principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. The spirit of selection should be inclusive rather than exclusive. Variety and balance of opinion are sought whenever possible.
- C. The Moorpark City Representative shall oversee the development of the library collection according to the principles set forth in this policy.

V. PLACEMENT OF MATERIALS IN THE LIBRARY

- A. The Public has free access to all library materials consistent with this policy.
- B. Placement of materials within the library is a professional decision. Criteria include:
 - Assigned Classification
 - Format
 - Susceptibility to loss or damage
 - Rarity or cost
- C. The Library labels materials for placement only, not to predispose the user for or against any materials.

VI. BINDERY

Only those materials of local significance, of long-term importance to the collections, or heavily used items will be bound or rebound as needed.

VII. GIFTS

Donations of materials or funds to enrich the collection are welcome. Gift materials must meet the same selection criteria as purchased materials. The library reserves the right to make the final decision on use or disposition of gifts.

VIII. WITHDRAWAL OF MATERIALS

Damaged, worn, obsolete, superseded, or unused items may be withdrawn from the Library upon the recommendation of the Library Director and approval of the Moorpark City Representative.

Weeding and/or disposal of Library Materials shall be at the discretion of the City of Moorpark Director of Parks, Recreation, and Community Services or his/her delegate. Materials determined worthy of re-sale may be released to the Friends of the Moorpark City Library for sale with all proceeds belonging to the City of Moorpark for purposes of the Library.

IX. RECONSIDERATION OF MATERIALS

Persons objecting to the content of materials in the library shall be invited to state their objection in writing. Any request for reconsideration will be reviewed by the Library Director in consultation with the City Representative. The decision of the Library Director shall be final.

Adopted by the Moorpark City Council, 12/20/2006.

ATTACHMENT "A" LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

ATTACHMENT "B"
INTELLECTUAL FREEDOM STATEMENT

An Interpretation of the
LIBRARY BILL OF RIGHTS AND FREEDOM TO READ STATEMENT

The heritage of free men is ours.

In the Bill of Rights to the United States Constitution, the founders of our nation proclaimed certain fundamental freedoms to be essential to our form of government. Primary among these is the freedom of expression, specifically the right to publish diverse opinions and the right to unrestricted access to those opinions. As citizens committed to the full and free use of all communications media and as professional persons responsible for making the content of those media accessible to all without prejudice, we, the undersigned, wish to assert the public interest in the preservation of freedom of expression.

Through continuing judicial interpretations of the First Amendment to the United States Constitution, freedom of expression has been guaranteed. Every American who aspires to the success of our experiment in democracy...who has faith in the political and social integrity of free men...must stand firm on those Constitutional guarantees of essential rights. Such Americans can be expected to fulfill the responsibilities implicit in those rights.

We, therefore, affirm this proposition:

We will make available to everyone who needs or desires them, the widest diversity of views and expressions, including those that are considered strange, unorthodox, or unpopular.

Creative thought is, by its nature, new. New ideas are always different and, to some people, distressing and even threatening. The creator of every new idea is likely to be regarded as unconventional... occasionally heretical... until his idea is first examined, then refined, then tested in its political, social or moral applications. The characteristic ability of our governmental system to adapt to necessary change is vastly strengthened by the option of the people to choose freely from among conflicting opinions. To stifle nonconformist ideas at their inception would be to end the democratic process. Only through continuous weighing and selection from among opposing views can free individuals obtain the strength needed for intelligent, constructive decisions and actions. In short, we need to understand not only what we believe, but why we believe it.

Adopted June 18, 1948 by the ALA Council; Amended February 2, 1961 and January 23, 1980

FREEDOM TO VIEW STATEMENT

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

“What a Novel Idea!”
ADOPT-A-BOOK
AT THE
MOORPARK CITY LIBRARY

The Moorpark City Library's year-round "Adopt-a-Book" program is an opportunity to give a gift that can be enjoyed over and over again. Adopt-a-Book provides a unique way to support library development and at the same time honor, celebrate, or memorialize a special person or event on ones life.

Your contribution to the Adopt-a-Book program allows the Moorpark City Library to purchase one or more books to help in our continuing quest to develop an outstanding library collection for the community. We hope you will think of this program for commemoration of anniversaries, birthday's, graduations, a gift for a teacher, or remembrance of a friend.

A bookplate is placed inside the front cover of each adopted book noting the person(s) honored and if desired, information about the donor(s). The Library sends acknowledgement letters, including book title(s) to those who have made the contribution and provides options for donors who may wish to remain anonymous.

Instructions for adopting a book: Fill out the form below and keep the bottom portion for your records. Send the top half along with your check made payable to the "Moorpark City Library" to the address below. We will select a book for you from those being offered and send an acknowledgement and certificate.

Your Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Message for the Bookplate: _____

Types of Donations:

- Each \$15.00 donation purchases one children's book
\$ _____ Amount enclosed
- Each \$25.00 donation purchases one adult book
\$ _____ Amount enclosed
- Donations of \$250 or higher – Donor shall work with a librarian to select from a list of subjects/specialties.
\$ _____ Amount enclosed
- Gifts of \$1,000 or more can support a book fund endowment for a specific area of academic study and will be identified with a custom-designed book plate.
\$ _____ Amount enclosed

Make Checks Payable to the
"Moorpark City Library"
and mail to:
Moorpark City Library
799 Moorpark Avenue
Moorpark, CA 93021

Thank you for your continued support
of the Moorpark City Library!

Adopt-A-Book Receipt

Date: _____ Amount Donated: \$ _____ Check #: _____

Thank you for your tax deductible donation. Moorpark City Library Tax Exempt ID # 95-3860962

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MOORPARK CITY LIBRARY INTERNET AND COMPUTER USE POLICY AND PATRON AGREEMENT

INTRODUCTION

The Moorpark City Library provides the opportunity for public access to the Internet which allows individuals of all ages the freedom to explore and expand their knowledge beyond the traditional "walls" of the Library.

The following policy governs the use of public computer resources in the Moorpark City Library, including public Internet access, use of computers in the Library's computer lab, non-Internet applications, and remote use of the library's computer services.

Before using any Internet workstation at the Moorpark City Library, a patron must agree to and sign this "Moorpark City Library Internet and Computer Use Policy and Patron Agreement" (the "Policy"). In signing for a library card for their children under the age of 18, parents and legal guardians acknowledge that their children will be allowed access to the Internet. The Library will honor requests by parents or legal guardians that their children under the age of 18 not be allowed to access the Internet via Library computers.

INTERNET CONTENT

The Internet is an unregulated, global resource that contains materials that some persons may find offensive. While the City of Moorpark will take precautions to ensure the safety of minors in the library, the City cannot be responsible for anything that any library user may see or read while in the library that the user or, in the case of minors, the user's parents, may find offensive. The Library urges parents to accompany their children while visiting the library to ensure that their children are safe at all times.

INTERNET USERS

Internet users are expected to act in a responsible, ethical, and legal manner. Users may not use Library computers to access Internet sites that depict or transmit material that violates state and federal law. The Library is not responsible for the content of retrieved information. Library users are responsible for critically evaluating the quality and accuracy of material obtained from the Internet.

The Library expressly disclaims and shall have no liability for any direct, indirect, or consequential damages related to information obtained from the Internet. All users shall expressly assume the risk of receiving incorrect, inaccurate, defective, fraudulent, or unlawful information while accessing the Internet through any equipment or service offered by the City of Moorpark.

Wireless Internet users must agree to the "wireless network terms of use" (below) before accessing the library's network with their own wireless (802.11b/g) capable devices.

To protect their privacy, Internet users must log off at the end of their session.

INTERNET ACCESS

Access on most library computers is filtered as to sexually explicit content. Adult patrons may request unfiltered access for themselves and will be assigned an available computer that does not filter internet access. Children under the age of 18 will have filtered access unless a parent or guardian requests, in writing and in the presence of Library staff, that their child be given unfiltered access.

Users whose conduct while using public computer systems is disruptive or interferes with the use of the Library by others, will be asked to modify their behavior or, if unable to modify their behavior, will be asked to leave the library.

The Moorpark City Library reserves the right to revoke or suspend computer privileges in the case of failure to comply with this policy or the violation of local, state, or federal law. The Library may suspend privileges by a minor without notification to the parent or legal guardian. In addition, unlawful activities will be reported to the County Sheriff's department and dealt with appropriately.

WIRELESS NETWORK TERMS OF USE

- The Moorpark City Library wireless network is unsecured. The library cannot guarantee the safety of data transmitted across its wireless network.
- The Moorpark City Library assumes no responsibility for the configurations, security, or changes to personal data files resulting from a connection to the City network; the safety of equipment (patrons should keep equipment with them at all times); for the availability of a wireless connection (there is no guarantee that users will be able to make a wireless connection).
- Library staff does not provide technical assistance of any kind.
- In using this free internet access, user agrees to release, indemnify, and hold harmless the City of Moorpark, its officers and employees, and any affiliate, from any damage that may result from use of this wireless access.
- While using this wireless access, user must acknowledge that they are subject to, and agree to abide by all laws, and all rules and regulations of the City of Moorpark, County of Ventura, State of California, and the federal government that are applicable to Internet use.

RULES OF CONDUCT FOR INTERNET AND COMPUTER USE

1. Library workstations are available for one hour per day per user. Library staff may extend sessions if no other patrons are waiting. Staff may designate one or

- more computers for use as online homework tutoring stations and may allow an exemption from the one-hour rule on any such computer for this use between the hours of 3:00 p.m. and closing Monday through Thursday.
2. One workstation will be designated as the "express" computer terminal. This computer will be specifically for quick use and limited to a 15 minutes at a time.
 3. Use of a workstation is on a first-come/first-served basis.
 4. Users must sign up to use a computer on a next-available basis. Requests for specific computers cannot be honored.
 5. Only one person at a time may use a workstation. Exceptions may be made at the discretion of Library staff.
 6. Printing may not be available at all workstations. The printing fee is 10 cents (\$.10) per page, even if the customer supplies paper. Printers may not be used for other purposes or attached to other computers.
 7. Users must provide their own disks or USB drives.
 8. Users are prohibited from interfering with the performance of the network. Users must not reconfigure workstations, "hack" passwords, gain entry to closed areas of the network, or introduce computer viruses. Users are responsible for any hardware or software damage they cause. Tampering with hardware or software is considered vandalism and may result in legal action (violation of California Penal Code Section 502 et.seq.).
 9. Users may not use the workstation for illegal activity, including violating copyright laws or software license agreements.
 10. Users may not install their own software programs or attach personal hardware to Library computers.
 11. Users must not interfere with the work of others and must respect one's right to privacy.
 12. The Moorpark City Library upholds the right of confidentiality and privacy for all users; however, the Library reserves the right to monitor the use of its Internet services and review any electronic data on the Library's lines (including e-mail communications) if necessary for the proper operation of the Library or to ensure compliance with this Policy and/or local, state, or federal laws. Sign-up sheets for Internet use are not retained as permanent records by the Library.
 13. Absolute privacy for patrons using electronic resources in the Library cannot be guaranteed. There exists a possibility of inadvertent viewing by other patrons, either by watching the user's screen, or because a user may leave the screen unattended.
 14. The Library does not provide individual e-mail accounts to users; however, users with existing e-mail accounts may access their accounts or users may register for free e-mail services available on the Internet. The Library assumes no responsibility and shall have no liability for any claim or damage resulting from the provision of such access to users.
 15. Use of the Library's computers is a privilege. Users must end their sessions and leave the workstations when asked to do so by library staff.

SUPERVISING COMPUTER USE BY CHILDREN

The public library does not serve *in loco parentis* (in the place of a parent). Librarians cannot provide constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with parents or guardians.

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or at the Library.

- Use the Internet as a family. Join your children in Internet exploration.
- Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Instruct children NEVER to give out personal information (name, address, password, telephone number, credit card number) online.
- Teach children to be good online consumers. As with print information, consider the source, date and accuracy of online information.

Parents and children are encouraged to read "Child Safety on the Information Highway" and "Teen Safety on the Information Highway" available free at any library location or at www.safekids.com and www.safeteens.com.

POLICY MAY BE REVISED

The Moorpark City Library reserves the right to revise this policy from time to time. If revised, a copy of the current Policy will be available at the Library Circulation Desk. All patron use of the Library Internet workstations must be in compliance with the current Policy whether or not a patron has signed or read the revised policy.

Adopted by the Moorpark City Council, 12/20/2006.

**MOORPARK CITY LIBRARY INTERNET AND COMPUTER USE POLICY
PATRON AUTHORIZATION AND SIGNATURE PAGE**

I have read and acknowledge the Moorpark City Library Internet and Computer Use Policy and Patron Agreement.

Print Name: _____

Signature: _____

Date: _____

Library Card #: _____

Address: _____

Telephone #: _____

For users under 18 requesting unfiltered access, the minor's name and information should be printed above and parent or guardian must sign below in the presence of Library staff.

I have read and acknowledge the Policy and I authorize my child to use an unfiltered Internet connection at the Moorpark City Library. I recognize that the Library Internet workstations provide unfiltered Internet access and many Internet sites are inappropriate for children and I knowingly accept any and all risks involved in or resulting from my child's use of the Internet connection at the Moorpark City Library.

Print Name: _____

Signature: _____

Date: _____

Library Card #: _____

Address: _____

Telephone #: _____

Relationship: _____