



# Internet and Online Access Policy & Procedures

## Policy Purpose

Public access to the Internet, devices, and software is an important library resource to assist all county residents to access the digital world and the essential services provided through it. The provision of these services is governed by federal and state laws. This policy is intended to meet the provisions of the Federal Children’s Internet Protection Act, Utah Code Annotated (UCA) 9-7-213, 9-7-215, and 9-7-216 and Utah Administrative Rule R458-2. This policy is approved by the Duchesne County Library System (the library) Board of Trustees, is reviewed at least every three years, and is available at the library’s branches and website.

## Internet Access Regulation

To comply with the requirements of the aforementioned regulations, the library employs the use of a technology protection measure (filter) on its internet networks and Wi-Fi. The filter restricts access to online gambling as prohibited in UCA 76-10-1102 and material described in UCA 9-7-215, which includes visual depictions defined as child pornography or child sexual abuse material, harmful to minors, or obscene. The filter may not block all restricted content due to the rapid change of Internet content. Various deceitful, obscene, and malicious actions are prohibited including: intentionally accessing or transmitting blocked materials to oneself or others; bypassing the filter; illegal activity; “hacking;” modification of library computers or software; cyberbullying; and unauthorized disclosure, use, or dissemination of anyone’s personal information. Though the library is not responsible for the content and use of materials accessed by users while on the Internet, intentionally or unintentionally; the library reserves the right to deny Internet and library services to individuals violating the law and/or library policies. Illegal activities will be reported to the appropriate authorities. Confidentiality and privacy are also not guaranteed on the Internet and user access may be monitored at any time by authorized or unauthorized individuals.

A reminder of this policy is displayed, and must be agreed to, on the login screen of patron computers. Minors need either their own library card or a signed access consent form signed by the parent/guardian. Consent to internet access is implied for a minor that has a card, unless adjusted by the guarantor with the library staff. Library staff may monitor computer use; however, parents/guardians are responsible for their minor’s internet activities, whether present or not. Patrons may access the library’s patron-designated Wi-Fi network with the in-library provided password.

## Policy Violation Consequences

Consequences for violations of this policy may include:

- A verbal warning
- Being asked to leave the library
- Suspension of library privileges including access to the computers or library buildings
- Police intervention and legal citations

Staff members in charge at the time of policy violations are empowered to enforce the policy and excuse patrons to leave for the day. Patrons may notify the staff of prohibited patron behavior that they have observed. Repetitive or severe incidents are reported to Branch Managers, who may enact suspensions. Police will be notified if a patron refuses to comply with enacted consequences, or if the computers were used for illegal acts. Suspension of library privileges will be given a specified time duration, determined by the Branch Managers. A suspension longer than one week may be appealed to the Library Director. If the patron is unsatisfied with the Library Director's decision, they may appeal to the library's Board of Trustees. Patrons must ask to be included on the next regular board meeting agenda no later than 10 days before the meeting and must appear to present their position at the meeting. The library director will also explain the actions taken in the matter. A ruling will be determined by the Board and is final.

Complaints about this policy and its enforcement shall be communicated to the branch management. The library director will consider the feedback and best practices for possible policy recommendations to the Board. A Duchesne County resident may also ask to address the Board directly at a regularly scheduled Board meeting by contacting the library director at least 10 days before the meeting to be added to the meeting's agenda. In any case, the ruling determined by the Board at the meeting is final.

## Computer Sessions & Reservations

Patrons use their library card to sign into library computers and are allotted one-hour sessions. They may have another one-hour session if no other patrons are waiting for computer use when each session expires. If all patron computers are in use, patrons may reserve the next available computer using the reservation system found on the in-library catalog/reservation computer. If a patron knows they will need extra time for essential work such as a test, assignment, application, etc., they may ask the library staff to extend their session at the staff's discretion. Visitors or patrons without a library account may receive a guest pass for a session, but are highly encouraged to acquire a library card if they need regular access to computers. Minors are not given guest passes unless a parent/guardian is present to request one for them.

Adopted: July 15, 2025

Effective: July 16, 2025

Original Adoption: June 21, 2016