

## Exhibit A

### Basalt Regional Library District

#### Electronic Access Policy

##### Board Policy

It is the policy of the Basalt Regional Library District's Board of Trustees to provide electronic access to its patrons and guests.

##### Administrative Policy

Basalt Regional Library District understands the important role the Internet and electronic resources play in today's society. Therefore, Basalt Regional Library District maintains public computers, wireless internet service and reputable databases for the convenience of our guests and patrons.

##### Procedures

Basalt Regional Library District adheres to the USA Patriot Act, CIPA, and COPA guidelines. The following procedures have been implemented to safeguard the Library and its patrons.

1. Basalt Regional Library has internet accessible computers available for patrons and guests within the library: in the Children's library for children (ages 0-12), in the Young Adult (YA) area for young adults (ages 13-17), and in the Adult area for adults (ages 18 and up). Each Internet accessible computer has security software which will automatically delete any changes made during a user's session once the computer is rebooted or shut down at the end of the session. Patrons are advised to save files onto a flash drive.
2. Patrons must have a Basalt Regional Library card if they wish to use an Internet accessible computer. Children must be at least eight years old to use the computers without direct adult supervision. Adult guests may request a "Guest Pass" pursuant to the Library Services Policy.
3. Computer users may use the computer in blocks of one-hour sessions. Library staff has the authority to grant or deny extended computer time on an individual basis if computers are available.
4. 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.
5. Information resources available through the internet exist beyond the scope of Basalt Regional Library's Collection Development policy. BRLD is not responsible for the accuracy or validity of information found on the internet. Patrons should consider the

source and timeliness of all information retrieved through the internet. Basalt Regional Library subscribes to several reputable databases that are available to our patrons.

6. Computer users must be aware that information (in any format) that is downloaded or printed from the Internet may be copyrighted. Unauthorized use or copying of information posted on the Internet may be prohibited.
7. Patrons are not to use the equipment in the public library in an unauthorized manner as described in the Colorado Criminal Code. Misuse of library equipment will result in loss of privileges and may result in expulsion from the public library and prosecution under the state statute.
8. Patrons of Basalt Regional Library shall be prohibited from invading the privacy of any computer user. Each patron must comply with the public library's Behavior Policy and should be considerate of all library users and library staff. Computer users must be aware that the U.S.A. Patriot Act gives authorities the legal right to access information from computers in the library. In the event of a request for information from a law enforcement agency, the Director will request an emergency special meeting of the Board of Trustees prior to releasing patron information. It will be the responsibility of the Board of Trustees to determine the correct course of action (i.e. releasing the information or securing legal counsel).
9. The American Library Association's Freedom to Read Statement (attached hereto as Exhibit B) and the Library Bill of Rights (attached hereto as Exhibit C) are adopted policies of the Board of Trustees and the staff of the Basalt Regional Library. There is a link to the current draft of the statement "access to Electronic Information, Services and Networks: An Interpretation of the Library Bill of Rights" on the Basalt Regional Library website. The Board's interpretation of these documents may be tempered by community standards in regard to unauthorized use of computer equipment. Community standards as defined by the Basalt Regional Library restrict materials that may be offensive to patrons such as: pornography, obscene language, excessive violence, and other materials that may be inappropriate in a public setting.

#### **NOTE ON WIRELESS INTERNET ACCESS:**

- As with most public wireless "hot spots," the library's wireless connection is not secure. There may be untrusted parties between you and anybody with whom you communicate, and any information being transmitted could potentially be intercepted by another wireless user. Cautious and informed wireless users should choose not to transmit personal information (credit card numbers, passwords and any other sensitive information) while using any wireless "hot spot." Please take appropriate precautions when using this service.
- Library staff can provide general information for connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in

making changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless access points.

- All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.
- Printing access is available via the wireless connection on library laptops. If you need to print from your personal laptop, please save your work to a removable storage device or e-mail files to yourself, then login to a wired library workstation and send jobs to the public printer.
- All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational informational purposes for which it is provided.

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