



Escondido Public Library Board of Trustees
AGENDA
Library Board of Trustees Meeting
Thursday, February 14, 2013
2:00 p.m.
Board Room

1. CALL TO ORDER.

2. WRITTEN/ORAL COMMUNICATIONS: At this time, the public may comment on items not appearing on the agenda. State law prohibits the Board from discussing or taking action on such items, but the matter may be referred to the staff or scheduled on a subsequent agenda.

3. APPROVAL OF MINUTES FROM January 10, 2012 MEETING: *Attached*

4. BOARD ADMINISTRATIVE ANNOUNCEMENTS

5. PROJECT UPDATES: Library "Lift and Reset" Tile Roof Project repair has begun.

6. BOARD NEWS/ISSUES: Library Board of Trustees Meetings – Scheduled date and time.

7. REPORTS FROM AUXILIARY GROUPS:

Friends of the Escondido Public Library – The Friends held a very successful half-price sale on Saturday, January 19, 2013. They are planning another half-price sale in the Book Store from February 22 – 28.

Friends of Literacy Services – The Friends of Literacy Services are planning the annual Scrabble-thon tournament and fundraiser on March 9, 2013, beginning at 8:15 AM. Registration is open through February 22, 2013. A new format will streamline play for novice, intermediate and expert players.

Friends of the Pioneer Room – The Friends of the Pioneer Room have begun work on their 2014 calendar and are seeking sponsors to underwrite the production cost.

The Escondido Library Foundation – President Jack Anderson will serve as a core member of the Library Expansion Project Management Team. The Foundation's Fundraising Subcommittee continues to hold monthly meetings.

8. SIGNIFICANT UPCOMING EVENTS

Date & Time	Location	Event
Thursday, February 14 10:15 & 11:15 AM	Turrentine Room	San Diego Symphony Kinder Konzerts
Saturday, January 16 2:00 PM	Turrentine Room	Helping You Keep Up: What's New in Slang with Grant Barrett from KPBS "A Way With Words"
Monday, February 18	Library Facilities & Technology Center	Closed – President's Day Holiday
Tuesday, February 19	Turrentine Room	Literacy Services College Transitioning Series Begins
Monday, February 25 6:00 PM	Turrentine Room	Laura Kohl, Jonestown Survivor Speaks
Wednesday, February 27 & Thursday, February 28	Library Parking Lot	Digital Bookmobile Visits Escondido Public Library



Escondido Public Library Board of Trustees

AGENDA

Library Board of Trustees Meeting

Thursday, February 14, 2013

2:00 p.m.

Board Room

9. CURRENT BUSINESS

- a. Presentation of Programs and Services Provided to Children and Teens by Cindi Bouvier, Youth Services Senior Librarian.
- b. Debrief the Libraries of the Future Series: *MISSION POSSIBLE: Building Support/Building Libraries*.
- c. Update on the Grand Opening of the Eat Valley Community Center Technology Center.
- d. Review Policy Revisions: *Library Code of Conduct, Internet and Public Computer Use , Internet and Public Computer Use Agreement, and Wireless Access Policy*

10. CITY STAFF COMMUNICATIONS

- a. Interim City Librarian

11. CUSTOMER SERVICE COMMENTS: To be distributed at the meeting.

12. ADJOURN UNTIL March 14, 2013

13. UPCOMING MEETING SCHEDULE. Regular meetings are the 2nd Thursday of each month at 2 p.m.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	March 14, 2013	2:00 p.m.	Library Board Room
Thursday	April 11, 2013	2:00 p.m.	Library Board Room
Thursday	May 9, 2013	2:00 p.m.	Library Board Room
Thursday	June 13, 2013	2:00 p.m.	Library Board Room

TO ADDRESS THE BOARD: The public may address the Library Board of Trustees on any agenda item. Please complete a Speaker's form and give it to the Library Division Coordinator. Comments are generally limited to 3 minutes. If you wish to speak concerning an item *not* on the agenda, you may do so under "Oral Communications." Please complete a Speaker's form as noted above.

Handouts for the Library Board should be given to the Library Division Coordinator. To address the Board, STATE YOUR NAME FOR THE RECORD.

Please turn off all cell phones while the meeting is in session.

LIBRARY BOARD OF TRUSTEES MEETING

Agenda Item No. 9a

Presentation of Programs and Services Provided to Children and Teens by Cindi Bouvier, Youth Services Senior Librarian

Recommendation:

Receive information on Library programs and services provided by Youth Services for children and teens.

Background:

Over the past several months, Library Administration has invited supervisors and several staff members to provide brief presentations to the Board of Trustees highlighting programs and services in their departments. Cindi Bouvier, Youth Services Senior Librarian, will present an overview of services to children, from birth to 12 years old. The Children's component of Youth Services is one of the Library's busiest areas, maintaining high circulation and meeting the demand for a full schedule of programs with an emphasis on early literacy. The division also conducts outreach on an ongoing basis.

LIBRARY BOARD OF TRUSTEES MEETING

Agenda Item No. 9b

Debrief the Libraries of the Future Series: *MISSION POSSIBLE: Building Support/Building Libraries*

Recommendation:

Discuss the *Mission Possible* event sponsored by the Library Board of Trustees on January 30, 2013. Consider lessons learned and possible next steps for a third event in this series.

Background:

Approximately 65 community members, representatives from Library support groups, Library professionals, Escondido Public Library staff and Escondido City officials attended the presentation. The Board meeting presents an opportunity to discuss and evaluate the session, share “take-away” lessons, and discuss how a follow-on event might continue to educate Board members and the public about the role Libraries play in communities today.

LIBRARY BOARD OF TRUSTEES MEETING

Agenda Item No. 9c

Update on the Grand Opening of the Technology Center

Recommendation:

Receive update on the opening of the East Valley Community Center Technology Center.

Background:

Library staff along with various City departments (Information Systems, Building Maintenance, Public Works, and Recreation) worked together as a team to finish setting up the Technology Center in preparation for the grand opening on January 30, 2013.

The Center had a “soft-opening” on Monday, January 28th, which allowed systems and operational procedures to be tested successfully in advance of the grand opening. Everything has been operating smoothly from the start.

The Library’s Customer Services Division will be responsible for the Technology Center and supervise a staff of two part-time attendants, each working at 15 hours/week. Volunteers will also be used in the Center to provide supplemental directional and technical assistance. Library staff will collect and monitor statistics to determine patterns of use and busiest times.

There appears to be growing interest in the Technology Center. At this early report, the number of people using it is increasing as people find out about the new facility. The Technology Center is open Monday through Thursday from 12:00 – 6:00 PM.

LIBRARY BOARD OF TRUSTEES MEETING

Agenda Item No. 9d

Review Policy Revisions: *Library Code of Conduct, Internet and Public Computer Use, Internet and Public Computer Use Agreement, and Wireless Access Policy*

Recommendation:

Approve revisions to the following policies *Library Code of Conduct Policy, Internet and Public Computer Use Policy*, and the *Internet and Public Computer Use Agreement*. Eliminate the *Wireless Access Policy* as a stand-alone policy as it is generally outdated.

Background:

The Library Board of Trustees approved the Code of Conduct and policies related to public computer use that are currently in place. Periodic review of these policies is necessary to ensure they are pertinent, clearly understood, and can be followed with consistency and ease. This is particularly true for policies related to computer use. Library Administration noted these policies had not been updated for several years. It was also noted that language related to public computer use was not consistent or supported well in the *Library Code of Conduct*.

Administration and Staff conducted a review of these policies over the past several months. The goal was to provide clarity and consistency in format and language within each policy and to create consistency between policies as they relate to one another. Recommendations made and Library Administration consulted with the City Attorney's Office to ensure proposed language is enforceable and defensible. The City Attorney's Office provided input and has found the policies to be sound.

The review did not result in changing or adding rules per se. The result is a tightening up of language and the use of the same language across policies. It was determined that the *Wireless Access Policy* was largely informational as it was created in 2004 when WiFi hotspots were new on the scene. The most important concerns for wireless use have been incorporated in the proposed *Internet and Public Computer Use Policy*, thereby eliminating the need for a stand alone wireless policy.

The proposed Library Code of Conduct policy is reduced from 9 pages to 5 pages. There is now common language addressing the viewing of inappropriate materials on public computers. This language is included and supported in the proposed *Internet and Computer Use* policy and the agreement that users agree to when they sign in. The proposed policies also notify the public that all public computers and wireless access are filtered.

Upon approval by the Library Board of Trustees, the newly revised policies will be properly formatted, include a footer with the adoption date . The policies will be posted at Library Information Desks and on the Library's website.



ESCONDIDO PUBLIC LIBRARY POLICY

LIBRARY AND COMMUNITY SERVICES DEPARTMENT/

LIBRARY Code of Conduct

PREAMBLE

In order to provide the community with an atmosphere of safety, courtesy, integrity and respect, the Library and Community Services Department has developed a *Code of Conduct Policy*. This policy applies to all participants, facility users, recognized organizations or groups, staff and volunteers in all Department programs, activities and facilities. Each participant is responsible for regulating his or her own conduct in a positive, productive, and mature manner.

All participants and City staff have the right to be safe, and feel safe while attending a Library facility or program. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

Additionally, the control of facilities through the application process is necessary to ensure equitable use and availability to all residents. Library facility use is governed by policies approved by the Library Board of Trustees. Responsibility for administering facility use is delegated to the Escondido Public Library and Technology Center, a Division of the Library and Community Services Department, and is executed by the Library staff. This policy shall be interpreted to encourage maximum public use and enjoyment of City Library facilities.

STANDARDS OF CONDUCT

All Library users, program participants, organizations and groups, staff, volunteers and visitors to Library facilities or programs are expected to:

1. Support the purpose, structure, codes and policies of the City of Escondido, the Library and Community Services Department and the Escondido Public Library.
2. Conduct themselves in accordance with the City's Discrimination/Sexual Harassment Policy, and the ethics of the organization.
3. Abide by the City's Drug-Free Workplace Policy.
4. Accept the City and Library and Community Services Department chain of command.
5. Treat all staff and volunteers, program participants, meeting room users and library users with respect, using courteous language at all times and refrain from any disparaging remarks or verbal abuse towards staff, volunteers, program participants, meeting room users and library users.

LIBRARY RULES FOR SAFETY AND ACCESSIBILITY

1. A *Meeting Room Application* must be completed and submitted prior to use of Library meeting rooms. Users must abide by the *Meeting Room Policy* established by the Library Board of Trustees.
2. Library facility users must show proper care and regard for City property and the property of others and clean up the area used, returning it to the condition prior to use.
3. Food is limited to the Main Library building lobby and meeting room areas only. Drinks are permitted in the Main Library, but must be in covered containers. Drinks are not allowed at public computer stations. Food and drinks are not permitted in the Pioneer Room or computer centers.
4. Children under the age of 10 must be accompanied at all times by a parent, guardian, or other responsible person. The Library is not responsible for the supervision of minor children left unattended.
5. Library staff restricts adult use of children's areas, including the Children's Room and children's restroom, in order to ensure the adequate protection of the Library facilities and of persons and property therein.
6. Minor children who remain at Library facilities after closing may be referred to the police in order to ensure their safety.
7. Shirts and shoes are required and must be worn at all times while in the Library.
8. Alcohol consumption and persons under the influence of alcohol or non-prescribed drugs are not allowed on the Library campus or facilities.
9. Personal property brought into the Library is subject to the following:
 - Size must be limited to no larger than a student's typical book bag (approximately 10" X 16" X 24").
 - Number of parcels is limited to one per person.
 - Items inappropriate to library use are not allowed in the Library, including but not limited to bicycles, scooters, wagons, and tools.
 - Personal possessions may not take up seating or space needed by others.
 - The Library is not responsible for personal belongings left unattended.
 - The Library does not provide storage of personal property.
 - Personal possessions must not be left unattended, either inside the Library or outside, on the Library campus. Personal possessions may not be stored in or behind bushes, trees, shrubs and/or walls next to City-owned buildings on the Library campus.

10. All parcels, handbags, briefcases and backpacks are subject to inspection by library staff.
11. Smoking or use of related tobacco products is not permitted in the Library. Smokers must be at least 80 feet away from Library entrances or exits.
12. Weapons of any kind are prohibited.
13. The use of incendiary devices, such as candles, matches and lighters, is prohibited inside the Library.
14. Animals, other than service animals accompanying a person with disabilities, are not permitted inside Library buildings.
15. Roller skates, scooters, skateboards, bicycles, or other similar devices must not be used on the Library campus.
16. All bicycles must be locked to the bicycle rack, unless there is no open space available. Bicycles may not be locked to trees or other objects on the library campus.
17. Sleeping or lying on the floor or furniture is prohibited. Feet must remain on the floor and not on the furniture. In addition, sleeping or sitting on the ground in or among bushes or shrubs outside on the Library campus, and sleeping behind walls or bushes on the ground, is prohibited.
18. Vandalizing or abusing Library materials, equipment or facilities, including but not limited to such actions as spitting or littering, is prohibited.
19. Panhandling or soliciting on Library property is prohibited.
20. Signature gathering for petitions is permitted outside the Library but must not block the Library entrances or exits.
21. Selling merchandise without prior permission from the Director of Library and Community Services is not allowed.
22. Media or commercial photography or filming without prior permission is not allowed. Interested parties must submit a *"City of Escondido Filming/ Photography Permit Application"* for review and approval before proceeding.
23. Unreasonable use of restrooms, including laundering and bathing, is prohibited.
24. People, animals or property must not block Library entrance areas, aisles, doorways, stairways, elevators, or interfere with the free flow of pedestrian traffic in such areas.

25. The Library prohibits any activity or condition that unreasonably interferes with Library user or staff comfort, safety, use or quiet and peaceful enjoyment of the Library, including but not limited to:

- Harassing or threatening Library users or staff.
- Staring at, following or photographing Library users or staff.
- Making any loud or unreasonable noise or other disturbance such as running or talking loudly.
- Disruptive use of personal communications or entertainment devices, such as cell phones, head phones and radios.
- Offensive body odor due to poor personal hygiene, overpowering perfume or cologne.
- Excessive public displays of affection.

26. The viewing of child pornography, obscene materials, or materials harmful to minors is prohibited in any area of the Library, including wireless enabled computers and devices. Failure to comply will result in removal from the Library campus according to the disciplinary process in this policy.

Library users who wish to request a modification to these Rules because of a disability or health problem may call the Library's Administrative Office at (760) 839-4601.

DISCIPLINARY PROCESS FOR LIBRARY FACILITIES

Users are expected to comply with all applicable federal, state and municipal laws, as well as the Library's *Code of Conduct* which contains the *Standards of Conduct and Rules for Library Safety and Accessibility*.

Persons who violate the *Code of Conduct* may receive a warning from the Library staff and/or an opportunity to cease the violation or leave the Library. Family members may also be contacted to help alleviate issues, where appropriate. Illegal activity, as well as any willful or repeated violations of the *Code of Conduct* or other posted Library regulations (e.g. computer use rules), may result in removal from the facility and/or suspension of Library privileges. In addition, where authorized by Federal, State or local law, violations of these Standards may result in arrest.

When a serious act of misconduct by a participant, volunteer, facility user, or group occurs, the site supervisor shall immediately investigate the allegation and make a recommendation to the Director of Library and Community Services or designee, regarding the final disciplinary action. In the interim, the site supervisor may immediately impose reasonable restrictions on the offender until the final action can be determined.

Such reasonable restrictions for repeated violations by the same person may include:

- | | |
|---------------------------------|--|
| 1st Incident: | Warning or Prohibited from the Library campus the rest of the day |
| 2nd Incident: | Prohibited from the Library campus for a week |
| 3rd Incident: | Prohibited from the library campus for a month or longer. |

Sanctions would be communicated in writing to the offender(s).

APPEAL PROCESS OF AGGRIEVED PARTY

Any person aggrieved by decisions of staff may appeal by following the appropriate chain of command within the City, beginning at the supervisory level and proceeding up through the Director of Library and Community Services, and the Library Board of Trustees. A decision of the Library Board may be appealed to the City Council.

For appeal purposes all decisions ruled upon by staff will remain in place until such time as possible modifications are made as a result of the next step in the appeal process.

Any person aggrieved by a decision of the Director of Library and Community Services or designee, with respect to this *Code of Conduct* for the Escondido Public Library may appeal the decision by filing a written notice of appeal with the Library Board of Trustees no later than ten (10) days after said decision has been communicated to the aggrieved party. The appeal will be heard by the Escondido Public Library Board of Trustees within a reasonable time after receipt of the appeal.

Any person aggrieved by a recommendation of the Library Board of Trustees with respect to these policies, rules, *Code of Conduct* and fees governing the use of the Library facilities may appeal to the City Council by filing a written notice of appeal with the City Clerk no later than ten (10) days after said recommendation has been communicated to the aggrieved party. The appeal will be placed on the agenda within a reasonable time after it is filed.

Upon receiving an appeal, the City Council will make a determination on the appeal after providing an opportunity for input by all those involved with the appeal. The determination of said appeal will be within a reasonable time after the appeal is filed. The City Clerk will give written notice to the person making such an appeal of the time and place of hearing by serving it personally or by depositing it in the United States Post Office of Escondido, California, postage prepaid, addressed to such person at his or her last known address.



ESCONDIDO PUBLIC LIBRARY POLICY

LIBRARY AND COMMUNITY SERVICES DEPARTMENT

INTERNET AND PUBLIC COMPUTER USE

The Library provides Internet access on selected public computers and devices for all Library users, allowing them to connect to resources outside the Library. Library users access the Internet at their own discretion and risk and are expected to use computers within the Library's *Code of Conduct* and this Policy.

- An Escondido Public Library card is required to reserve a computer.
- Each user must use his/her own Library card to reserve a computer. Library cards are not transferrable. Patrons using another person's card will lose their computer privileges, according to the Library's *Code of Conduct*.
- Only one reservation at a time may be made by a cardholder.
- The computer reservation system recognizes the Library cardholder's age and restricts the reservation to the appropriate computer area for children (up to 12 years old); teens (13 to 17 years old); and adults (18 years and older).
- Computer users are expected to have basic computer knowledge and skills. Library Staff is unable to provide detailed personal instruction to users. Information Desks can refer users to other Library services or computer classes available in the community.
- Food, drinks, and cell phone use are not allowed at public computer stations.
- A maximum of 2 people is allowed at each computer station.
- Computer sessions are scheduled to end five minutes before closing.
- All work is automatically deleted from the computer station once the session ends. Work to be saved should be saved in a timely manner to a personal storage device.
- Public computers and WiFi access are filtered to block access to child pornography, obscene materials, and materials harmful to minors. The viewing of child pornography, obscene materials or materials harmful to minors is prohibited in any area of the Library, including wireless enabled computers and devices. Failure to comply with this policy will result in removal from the Library facility, according to the Library's *Code of Conduct*. If a filter interferes with research or other lawful purposes, please see staff for assistance.
- Some Internet information is inappropriate for children. It is the responsibility of parents or guardians to set standards and establish guidelines for what is appropriate for their own children and to monitor

their use of the Internet.

- All users of electronic information resources, such as the Internet, are expected to use these resources in a legal and responsible manner, consistent with the educational and informational purposes for which they are provided and to follow the rules and regulations of the Library.
- Users, or parents of minors who are users, are responsible for damages to the equipment, as stated in the State of California Education Code. Users are not to alter computer settings or engage in illegal activities, including, but not limited to, copyright violations, harassment, fraud or unauthorized entry to any other machine accessible via the Internet. Malicious or illegal misuse of the computer or Internet is punishable by fine or imprisonment and is subject to prosecution by authorities.
- Anyone not abiding by the rules above, or whose behavior causes a disturbance which interferes with normal Library operations, will be required to immediately vacate the computer station and will not be allowed to use public computers. Persistent disregard of Library policies will result in loss of computer and Library privileges, according to the Library's *Code of Conduct*.

ADULT COMPUTERS at the Main Library

- The adult computer area is designated for adults only (18 years and older). Parents with children are referred to Parent Computer Stations located in the Children's Room.
- Adults (18 years and older) may use up to 90 minutes of computer time daily. Reservation requests may specify use of:
 - Express Computers which allow up to 15 minutes per session.
 - Adult computers which allow up to 60 minutes per session, with the added option of extending the session 30 minutes if a reservation is not pending for that station.

BUSINESS CENTER COMPUTERS at the Main Library

- Business Center computers allow adults up to 90 minutes use at a time for the purpose of researching databases, jobs or school information, completing job or school applications, creating resumes, and other job or school-related projects.
 - Access to Business Center computers is provided by Library Staff at the information Desk.

TEEN COMPUTERS at the Main Library

- The Teen computer area is designated for teens only (13 -17 years old).
- Teens may use up to 90 minutes of computer time daily. Teen computers allow up to 60 minutes at a time, with the added option of extending the session 30 minutes if a reservation is not pending for that station.
- Homework laptop computers are available for teens upon request. Access is provided by Library Staff at the Information Desk in the Teen area.

CHILDREN'S COMPUTERS & PARENT COMPUTERS at the Main Library

- Children 12 years and younger are assigned computers in the Children's area with a total of 60 minutes of computer use per day.
- Parents, when accompanied by children under 12 years, should use the Parent Computers located in the Children's Room. Library Staff at the Children's Information Desk provide access to the Parent Computers.
- The Parent Computers allow up to 60 minutes of computer use per day.
- Homework computers are available for children to use upon request. Access is provided by Library Staff at the Children's information Desk.

ESCONDIDO TECHNOLOGY CENTER at the East Valley Community Center

- The Technology Center is a family oriented environment. Computers are assigned as they become available with general seating. Computers are not assigned by age.
- Children, teens and adults are allowed up to 90 minutes of computer use per day.
- Reservation requests may specify use of:
 - Express Computers which allow up to 15 minutes per session.
 - All other computers which allow up to 60 minutes per session, with the added option of extending the session 30 minutes if a reservation is not pending for that station.
- Free WiFi is available.
- Only Library cards providing electronic access (E-Cards) are issued at the Technology Center. E-Cards provide access to computer reservations, online library research tools (subscription databases) available through the Escondido Public Library & Technology Center website. Full-service cards provide borrowing privileges and may be obtained at the Main Library.

Escondido Public Library

Internet and Public Computer Use Agreement

Escondido Public Library provides Internet access on selected public computer stations for all Library patrons, allowing users to connect to networks of resources outside the Library. The Internet is a constantly changing environment. Some information on the Internet may be inaccurate or out of date. Library users access the Internet at their own discretion and risk and are expected to abide within the Library's *Internet and Computer Use Policy* and *Library Code of Conduct Policy*. These policies are posted on the Library's website and available at Library Information Desks.

Important conditions stated within the *Internet and Public Computer Policy* includes:

- Reservations can only be made by the card holder and library cards are not transferrable to gain access to a public computer.
 - Computer users are expected to have basic computer knowledge and skills. Library staff is unable to provide personal instruction to users.
 - Food, drinks, and cell phone use are not allowed at the public computers stations.
 - A maximum of 2 people are allowed at each computer station.
 - All work is automatically deleted from the computer station once the session ends. Work to be saved should be saved in a timely manner to a personal storage device.
 - Public computers and WiFi access are filtered to block access to child pornography, obscene materials, and materials harmful to minors. The viewing of child pornography, obscene materials or materials harmful to minors is prohibited in any area of the Library, including wireless enabled computers and devices. If a filter interferes with research or other lawful purposes, please see staff for assistance.
 - Some Internet information is inappropriate for children. It is the responsibility of parents or guardians to set standards and establish guidelines appropriate for their own children and to monitor their use of the Internet.
 - All users of electronic information resources such as the Internet are expected to use these resources in a legal and responsible manner, consistent with the educational and information al purposes for which they are provided.
 - Users, or parents of minors who are users, are responsible for damages to the equipment, as stated in State of California Education Code. Do not alter computer settings or engage in illegal activities, including but not limited to copyright violations, harassment, fraud, or making unauthorized entry to any other machine accessible via the network. Malicious or illegal misuse of the computer or Internet access is punishable by fine or imprisonment and is subject to prosecution by authorities.
 - Anyone not abiding by the rules above or whose behavior causes a disturbance which interferes with normal operations will be required to immediately vacate the computer station and will not be allowed to use public computers for the remainder of the day or designated time.
- ☐ **Failure to comply with this policy will result in removal from the Library for that day or designated time.**
I Agree to accept the above stated terms and conditions.
- ☐ **I Disagree and understand my session will end.**



ESCONDIDO PUBLIC LIBRARY POLICY

Wireless Access Policy

The Escondido Public Library will provide free Internet access points or "hot spots" for users with portable computers or devices capable of receiving wireless signals, during normal library business hours. These access points will allow users to access the Internet from their laptop computers when sitting within range of the access points.

Library staff will provide general information on the settings necessary to access the Internet via these connections, but are not responsible for any changes you make to your computer's settings and cannot guarantee your hardware will work with our wireless connection.

If a user has problems accessing the Internet over these connections, staff will verify the library's connections are up and running, but they cannot assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer. Please refer to your owner's manual or other support services offered by your device manufacturer.

As with most public wireless "hot spots," the library's wireless connection is not secure. There can be untrusted parties between you and those with whom you communicate, and information being sent or received could potentially be intercepted by another wireless user. Cautious and informed wireless users should choose not to transmit their credit card information, passwords and any other sensitive personal information while using any wireless "hot spot." Please take appropriate precautions when using this service.

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. All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices.

The library provides access only to Web-based email. For Outlook or other email services, you must connect with your own Internet provider.

Printers are not available via the wireless connection at this time. If you need to print, please save your work to a floppy disk or email files to yourself, then login to a wired library workstation and send jobs to the public printer.

Use of these access points is governed by our Policy on Public Internet Access. All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Users may not violate federal, California or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.