

Langford Library Board of Trustees
October 5, 2012

The third quarter meeting of the Langford Public Library Board of Trustees was held October 5, 2012.

Those present were Shelly Swanson, Carol Liknes, Melody Swearingen, Jennifer Hermes, Yvonne Olson, and Phyllis Osness.

The meeting was called to order.

The minutes from the August 17 meeting were read and approved by a motion made by Shelly Swanson.

There was no Treasurer's report.

Old Business: The visit by Jasmine Rockwell from the State Library, Janice's retirement party, and the search for a new librarian were all discussed. There have been no applications for the librarian job.

New Business: New computer usage guidelines were presented to the board of trustees to look at. The guidelines were adopted as library policy when Carol Liknes made the motion and Shelly Swanson seconded to adopt the guidelines as written. These rules will be posted in the library.

Melody discussed audit findings that applied to the library – there will need to be quarterly treasurer reports made to the town board. This will be discussed at a future meeting, as the treasurer was not in attendance.

State accreditation for the library was also discussed. There are several areas that we need to take care of before we will be able to become accredited. This also will be discussed at the next meeting.

The meeting was adjourned.

Langford Public Library
Computer Usage Guidelines
Adopted October 5, 2012

By using the Library's electronic resources, users release and discharge the Langford City Council from any liability that might arise including loss of data, loss of privacy, or damage from viruses or malicious code.

Langford Library does not monitor or control the information accessible through the Internet and cannot be held responsible for content. Be aware that information, data, programs or materials that may be deemed offensive, controversial or inappropriate, are accessible.

Parents or guardians are responsible for Internet resources accessed by their children.

Internet users are reminded that the Library is a public space and consideration for fellow Library users, especially children, is expected. The Langford Library reserves the right to cancel a user's access to the Internet should obscene or illegal content be viewed. Any illegal activity such as child pornography will be reported to the police and appropriate action will be taken.

It is the responsibility of users to determine the validity of information found on the Internet. Not all resources are accurate, complete or current.

When using computer resources it is NOT ACCEPTABLE to:

- hassle, insult or offend other users
- copy copyright-protected materials without authorized access to any system
- propagate computer worms and viruses
- attempt to gain unauthorized access to any system
- send mail under the name of another
- compromise the privacy others

APPROPRIATE USAGE OF COMPUTER EQUIPMENT

Computer equipment and software must be used as installed. Users are not permitted to add, delete or modify installed hardware or software. Downloading to a temporary storage area is possible for saving to USB device or burning to a CD-Rom.

Failure to use the library workstations and resources appropriately and responsibly may result in the loss of computer and Internet use privileges.

Computers have a 30-minute time limit for usage. If there is no one waiting you may use the computer for as long as you want. Please do not turn computers off when you are finished, but log out of any sites that you may have been using. Computers must be shut down by 4:55 p.m. to prepare for closing time.

Printers may be used but there will be a charge of ten cents per page for black and white copies and twenty-five cents per page for colored copies. Please ask the librarian for assistance.