

JUDITH BASIN COUNTY FREE LIBRARY  
COMPUTER/INTERNET USAGE DISCLAIMER & POLICY  
STATEMENT

The Internet, as an information resource, enables the Judith Basin County Free Library to provide information beyond the confines of its own collection. It allows access to ideas, information, and commentary from around the globe and a vast array of tools and resources for different age levels and points-of-view. The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. Internet resources may contain materials of a controversial nature. Selection policies which serve to govern the Library's purchase of materials are not applicable to material accessed via the Internet.

The Library cannot censor access to material nor protect users from offensive information. It remains the responsibility of the user (or the parent, guardian, or caregiver) to determine what is appropriate. The Library reserves the right to implement software and hardware control mechanisms, that may be feasible given budgeting and programming limitations, to block information the Library has determined inconsistent with its mission. The Library assumes no responsibility for any damages, direct or indirect, arising from use of its database server or from its connection to other Internet services.

Judith Basin County Free Library  
Acceptable Computer and Internet Usage Policy  
Approved by the Judith Basin County Free Library Board July 1, 1998  
*Revised : May 29, 2007*

**1. ACCESS TO INTERNET RESOURCES**

1.1 The mission of the Judith Basin County Free Library is to ensure that the people of Judith Basin County have the right and means to free and open access of ideas and information which are fundamental to a democracy. The Library will protect intellectual freedom, promote literacy, encourage lifelong learning, and provide library materials and information services.

1.2 The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from about the globe. Currently, however it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, but it also enables access to some material that may be offensive, disturbing and/or illegal.

1.3 The Library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the Library's other resources, through Internet access. The Judith Basin County Free Library's access to

the Internet is a way of enhancing the collection in size and depth and providing public access to any citizen who wishes to access the Internet.

- 1.4 The Judith Basin County Free Library offers Internet access with the proviso that the user agrees to be socially responsible in what they view because of the public setting. The user will also agree not to view sexually explicit material or illegal material on the Internet. The individual user, in signing up to use a computer with Internet access accepts the responsibility for determining the suitability of viewing the sites they access.
- 1.5 Starting points for searches on the Internet are found on the Library's Homepage. The Library cannot control or monitor other materials which may be accessible from Internet sources. It is not possible to apply the same selection criteria which are used for other library materials. Not all sources on the Internet provide accurate, complete or current information. Patrons must exercise judgment and evaluate for themselves the value of the information found online.
- 1.6 Library staff is able to instruct patrons on the basic use only. Advanced Internet training may be held periodically at the Library. Lists of useful sites are available and may be found either in the Internet Notebook or on "Favorites" on the Internet station software. The Library takes no responsibility for "Favorites" or sites listed in the Notebook and they may be changed or deleted at any time.
- 1.7 There are several sites on the Internet that allow free e-mail accounts. This is not maintained in any way by the Library. Patrons using these services need to be aware that confidentiality of these sites is questionable.
- 1.8 The Judith Basin County Free Library does not allow any downloading of programs, web pages, or using any offered services from the Internet on to the hard drive or on to a disk. This is for security reasons and virus protection.
- 1.9 Patrons are allowed to print pages from the Internet at a cost of \$.15 per page regardless of length. There is often no concrete way of determining actual length of a print job, and the patron is responsible for all printed material from their site, except student research – 10 page limit.
- 1.10 The Library upholds and affirms the right of each individual to have access to constitutionally protected material. The Library assumes no control over the content of the Internet. If a site offends you, for whatever reason, leave the site and/or do not go there. If someone else's viewing of a site offends you, leave the area.
- 1.11 The Library also affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources. The Library staff

does not act in loco parentis and can not monitor a juvenile's access to the Internet except within the parameters stated in the terms of use.

1.12 Library users are prohibited from violating copyright law, theft, file theft, violating other's privacy, deliberately crashing Library or other's workstations or computer systems, modifying files without authorization, altering data, introducing viruses or other computer damaging material, interfering with the work of other users, maliciously disrupting network services, harassing or intimidating others, concealing or misrepresenting their name or affiliation to mask irresponsible or offensive behavior, sending abusive or patently offensive or unwanted material to others, penetration or harm to operating system, reselling bandwidth, or any other illegal acts promulgated from or targeting the Library's computers or computer system.

1.13 These prohibited activities include devices and systems on the Library's network, World Wide Web sites or other non-specified computer or network resources managed by the Library. If abuse of computers occurs those responsible for such abuse will be held legally accountable. Misuse of library computer or network resources may constitute trespass or disruptive behavior, both, which carry legal consequences under the Ordinances of Judith Basin County and Montana State Law. "Pursuant to Montana Code Annotated Section 45-8-201, a person commits the criminal offense of obscenity when, with the knowledge of the obscene nature thereof, s/he purposely or knowingly EXHIBITS OR OTHERWISE MAKES AVAILABLE ANYTHING OBSCENE TO ANYONE UNDER THE AGE OF 18. A person convicted of the offense of obscenity shall be fined at least \$500 but not more than \$1,000 or imprisoned in the county jail for a term not to exceed 6 months or both.

**VIOLATORS OF THIS LAW WILL BE PROSECUTED**

1.14 By use of the Library's systems the user agrees that the Library assumes no liability for any loss or damage to the user's data and hardware or for any other liability for damage or injury arising from the Library's provision of the service or consequence arising therefrom. Users indemnify and hold harmless Judith Basin County Free Library, and Judith Basin County against any liability for damage or loss arising from use or misuse of the services provided by or through the Library.

**2. CONDITIONS AND TERMS OF INTERNET USE IN THE LIBRARY.**

In an effort to ensure that the uses of this medium is consistent with the Mission of Judith Basin County Free Library the following regulations shall apply:

2.1 Designated Internet stations will be located where they can be monitored by staff for assistance and security.

2.2 The Library will establish procedures that will make Internet stations available on a first come, first served basis.

2.3 Internet access may be limited to ½ hour time. If a work station is free beyond that time the patron may use it longer, with the understanding that they will be asked to log off to allow another patron the use of the computer. Patrons may be asked to conclude their computer usage within 30 minutes prior to the library's closing.

2.4 Some database access may require more than a half hour usage. Staff approval must be sought in such cases.

2.5 Single person usage is encouraged. Because of limited space, seating will be limited to one person at a workstation.

2.6 Failure to use the Internet stations appropriately and socially responsibly may result in revocation of Internet use privileges. The first violation will result in a verbal warning to stop such action as demeaned socially unacceptable or illegal. The second violation will result in terminating the use of the Internet to those individual/s that are involved at that time. A third violation may warrant denying Internet access for a determined period of time. (Determined by the Library Director.)

2.7 The Library reserves the right to require anyone violating these rules to leave the Library and may withdraw permission for such a person/s to reenter the Library if the person/s continue to violate the rules.

2.8 Patrons 16 years of age or younger must have parental permission to use the Internet. This permission is valid for one year, to be renewed with a new form signed at the beginning of each school year. The library cannot censor access to material not protect users from offensive information. It remains the responsibility of the user (or parent, guardian, or caregiver) to determine what is appropriate.

2.9 Chat room access is prohibited for patrons 16 years of age or younger on Library computers. This is for the safety of the patrons from potential predators.

2.10 Patrons are not allowed to play Internet games on the computer. (This is games played across the Internet.) Viruses and Internet worms are often introduced while playing such games.

### **3. WORD PROCESSING**

3.1 Word processing will be limited to 1 hour access. If more time is needed staff approval is necessary. The access is on a first come first serve basis.

3.2 Personal word processing documents are not to be saved on the hard drive of the computer. There is no security to prevent others from accessing your file. The files may also be deleted at any time.

3.3 No outside discs may be used in the Library's computers. Discs may be purchased from the Library (nominal fee) and may be used for storing personal data. These discs are to remain at the Library if further use is anticipated.

3.4 If material is printed, the cost is \$.15 per page from the designated printer after five pages.

#### **4. CD ROM ACCESS**

4.1 Personal CDs may not be loaded on to the Library's computers.

#### **5. DIGITAL PHOTOGRAPY**

5.1 Access to personal digital photos will be allowed. It is the responsibility of the users to delete photos downloaded to the computer for printing purposes. There is no security to prevent others from accessing photos downloaded on a Library computer. The files may be deleted at any time.

5.2 Printing of digital photos is allowed at a cost of \$.50 per page even if the patron supplies the paper. Limited access to photo paper is available at the front desk for a nominal fee.

5.3 Library staff has a limited knowledge of digital photography but are available to assist as needed.

**By-laws of the Board of Trustees  
For  
Judith Basin County Free Library**

**Article I. General**

**Section 1. Scope of the Organization**

- A. The name of this organization shall be the Judith Basin County Free Library Board of Trustees
- B. The Board of Trustees is established under Montana Code annotated 22-1-301 through 22-1-317 pursuant to action by the County of Judith Basin.
- C. The Judith Basin County Free Library consists of a county library in Stanford, a branch library in Hobson and three book depository sights at Hobson, Moccasin and Surprise Creek Hutterite Colony School.

**Article II. Board of Trustees**

**Section 1. Recruitment**

- A. Any vacancy on the Board of Trustees shall be publicized through the media, including, but not limited to, The Judith Press and posters displayed in the Library.
- B. Prospective Trustees will be invited to complete a written application, which shall be returned to the Library Director. The Board of Trustees shall study each application and make its recommendations to the Judith Basin County Commissioners.

**Section 2. Appointment**

- A. The Chairman of Judith Basin County Commission shall appoint Trustees, with Commissioners approval, from recommendations provided by the Library Board of Trustees.
- B. The Board requires a minimum of a one-year break in service before a former Trustee can be appointed again to the Board of Trustees.

**Section 3. Number**

- A. The Board shall consist of five (5) Trustees each of whom is eligible to vote and
- B. The Board shall have one (1) representative from the County Commissioners who will be an ex-officio member whom is ineligible to vote.

**Section 4. Eligibility**

- A. The Board shall consist of a representative from the following areas within the Judith Basin County; One (1) from the city of Stanford, One (1) from the town of Hobson, One (1) from the Geyser District, One (1) from the Moccasin District, One (1) from the Stanford County District. One (1) ex-officio member from the County Commissioner's office.

**Section 5. Tenure**

- A. Trustees shall hold office for five (5) years from the date of appointment or until a successor is appointed. All terms shall expire on December 31<sup>st</sup>. Annually, before the first day of January of each year, a Trustee shall be appointed to take the place of the retiring Trustee.
- B. Trustees shall serve not more than two (2) full terms of five years each in succession.
- C. A trustee being appointed to fill the unexpired portion of a term created by a vacancy is eligible to fill the unexpired portion and be reappointed for two (2) full terms.

**Section 6. Conflict of Interest**

- A. Any Board member who is aware of a potential conflict of interest with any matter coming before the Board shall abstain from voting in connection with the matter.

**ARTICLE III. EXECUTIVE OFFICERS**

**Section 1. Officers**

- A. The elected officers of the Board shall be Chair, Vice-Chair and Southern Federation Representative.

**Section 2. Election and Term of Office**

- A. The Board at its regular meeting held each year in the month of July, or as soon after as feasible shall elect officers of the Board. The term of office for all elected officers shall be one (1) year.

**Section 3. Removal of an Officer**

- A. Any officers elected or appointed by the Board may be removed by the Board whenever, in its judgment, the best interests of the Judith Basin County Free Library would thus be served. Such removal of any officer will be effectuated by a unanimous vote of the other four (4) members of the Board.

**Section 4. Vacancies**

- A. The Board for the unexpired portion of the term may fill a vacancy in any elected office.

**Section 5. Secretary**

- A. The Library Director shall serve as Secretary of the Board.

**Section 6. Duties of the Chair**

- A. The Chair shall preside at all meetings, shall appoint all standing and special committees and shall perform all duties incident to the office of Chair and such other duties as prescribed by the Board from time to time. The Chair shall be an ex-officio member of all committees.

**Section 7. Duties of the Vice-Chair**

- A. In the absence of the Chair or in the event of his/her inability or refusal to act, the Vice-Chair shall perform all duties of the Chair, and, when so acting, shall have the powers of and be subject to all restrictions upon the Chair. In the absence of both Chair and Vice-Chair, a Board member designated by the Board shall exercise the Chair's function.

**Section 8. South-Central Federation Representative**

- C. In accordance with membership in the South Central Federation, one (1) member of the Board of Trustees will be elected to represent Judith Basin County Free Library. Election of this representative for a term of two (2) years will occur with the election of officers at the regularly scheduled meeting in July of each year.
- B. The representative will present an oral or written report of any Federation meeting to the Board at its next regularly scheduled meeting. The report shall constitute an official part of the minutes and be attached to the minutes.

**Section 9. Duties of the Secretary**

- A. The Secretary shall keep a true and accurate account of all proceedings of the Board meetings, shall issue notices of all regular and special meetings, and shall have custody of the minutes and other records of the Board.

**Article IV. Meetings**

**Section 1. Regular**

- A. The Board shall hold bi-monthly meetings, as required by the Montana State Library, at a time and place agreed upon by the members.

**Section 2. Special**

- A. Special meetings of the Board may be called by the Secretary upon the discretion of the Chair or upon written request of three (3) members of the Board.

**Section 3. Place of Meeting**

- A. All meetings shall be held at the Judith Basin County Free Library or at such other place as designated by the Board.

**Section 4. Notice of Meetings**

- A. The Board will abide by Montana Open Meeting Laws. Notice of meetings will be made available to all Trustees. Scheduled meetings will be posted in the Library for the public.

**Section 5. Quorum**

- A. The presence of a majority of the Board (3 members) shall constitute a quorum for the transaction of business.



**Section 6. Manner of Acting**

- A. A vote of the majority of the Trustees shall be necessary for the adoption of any matter unless a greater proportion is required by law or by these Bylaws.
- B. Robert's Rules of Order shall govern the parliamentary procedure of the Board of Trustees.

**Article V. Finances**

**Section 1. Library Budget**

- A. The Board shall review financial reports for Library expenses and shall with the assistance of the Library Director prepare an annual budget for presentation to the Judith Basin County Commissioners for the following fiscal year.

**Section 2. Private Monies**

- A. The Board of Trustees has the responsibility to manage private monies that come to the Library through bequests, memorial funds, contributions, etc. Investment of these monies relies solely with the Board assisted by the County Treasurer and private entities.

**Article VI. Annual Report**

**Section 1. Annual Report**

- A. The Board shall prepare an annual report of Library conditions and operations for the Judith Basin County Commissioners following the June meeting of the Library Board.

**Article VII. Library Policies**

**Section 1. Establishment of Library Policies**

- A. The Library Board of Trustees shall be the policy-making body having control over expenditures of the public library fund, of construction or lease of the Library building (s), and the operations and care of the Main Library and Hobson Branch.
- B. In consultation with and from recommendations made by the Librarian, the Board shall establish policies for the acceptance of gifts, the acquisition of materials by local authors and artists, the restrictions of materials to the public, and other issues as may be necessary for the effective use and management of the Library.

**Article VIII. Library Director**

**Section 1. Appointment**

- A. The Board shall appoint, set compensation for, and provide annual written evaluations of the Library Director, who shall serve at the pleasure of the Board.

**Section 2. Duties of the Library Director**

- A. The Library Director's duties shall include but are not limited to:
  - ❖ Serving as Secretary to the Board
  - ❖ Executing and administering Library policy

- ❖ Being responsible for the direction and supervision of the Library staff and for the day-to-day operations of the Library itself, and the branch library.
- ❖ Reporting to the Board on the condition of the Library
- ❖ Making recommendations to the Board of such policies and procedures as will promote the efficiency of the Library
- ❖ Making recommendations to the Board as to the employment or discharge of persons necessary in the administration of the Library and its Branch facility.
- ❖ Preparing the budget and presenting it to the Board for review and revisions.

**Article IX. Amendments**

**Section 1. Procedure**

- A. The Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Trustees present at any regular meeting or at any special meeting if at least thirty (30) days written notice is given to each Trustee of the Intention to alter, amend, or repeal, or to adopt new Bylaws at such meeting.

In Witness Whereof, We the Undersigned Trustees, have enacted the foregoing Bylaws and do hereby authenticate the same by our respective signatures at a meeting of the Board of Trustees held on 29<sup>th</sup> day of May, 2007.

Chair Janet Wichman  
 Vice-Chair Sue Neuman  
 Trustee Beverly Bigalk  
 Trustee Judy Taylor  
 Trustee S. Sharon Lillham