

Public Computer and Internet Use Policy and Guidelines Hawai'i State Law Library System

Supreme Court Law Library
Second Circuit Court Law Library
Third Circuit Court Law Library, Hilo
Third Circuit Court Law Library, Kona
Fifth Circuit Court Law Library

Purpose

The mission of the Hawai'i State Law Library System (HSLLS) is to advance the administration of justice by providing access to legal information and resources for the judicial, legislative, and executive branches of government, Hawai'i's legal community, and the people of the State. In keeping with this mission, libraries of the HSLLS provide computers with access to electronic resources and the internet solely for legal research purposes. All users of the HSLLS public access computers, electronic resources, and the internet are subject to these guidelines.

Disclaimers

Electronic information resources, including those from the internet, are not always current, accurate or complete. The HSLLS cannot guarantee the accuracy, completeness, or currency of the information. Users, not the library staff, are responsible for determining the acceptability and reliability of the contents.

The HSLLS assumes no responsibility for any damages, direct or indirect, or loss of privacy arising from use of its computers, or from provision of access to electronic resources or internet services.

Intellectual Freedom

The Library's Public Computer and Internet Use Policy and Guidelines is guided by the [First Amendment of the U.S. Constitution](https://www.gpo.gov/fdsys/) (https://www.gpo.gov/fdsys/) and the [Library Bill of Rights](http://www.ala.org/advocacy/intfreedom/librarybill) (http://www.ala.org/advocacy/intfreedom/librarybill) adopted by the American Library Association and American Association of Law Libraries.

Copyright

Use of the computers constitutes an agreement to obey all applicable federal, state, and local laws governing copyright, licensing and content restrictions. Users are responsible for any infringement of copyright or software licenses that could result from the copying or distribution of materials found on the internet. Copyright alerts are posted at each workstation. The HSLLS reserves the right to terminate or restrict the user's internet privileges for abuse of these conditions.

Right to Privacy

All users are expected to respect the privacy of those using the public computers and not interfere with their use.

As a reminder, public computer workstations are located in open areas where others may see words or images that appear on the computer monitors. Users must be aware that this public environment precludes any guarantee of privacy. Furthermore, the display of offensive materials on public computer monitors may be construed as harassment.

Assistance to Users

The Library staff may suggest using the public computers as users would use print sources in the HSLLS. Library staff can suggest appropriate websites and databases. However, staff

cannot be held liable for the completeness and accuracy of the contents obtained electronically. Instructional guides on the use of the various electronic resources are available at each computer. Library staff will assist users in using the libraries' electronic subscriptions within the limits of its abilities and resources. Library staff cannot provide in-depth training concerning the use of computers, computer jargon, or the internet.

Guidelines for Access and Use

Accessibility and Availability

- Public computer workstations, for accessing electronic resources and the internet for legal research only, are available on a first-come, first-served basis.
- Users must sign-in for public computer use at the Reference Desk. Users who fail to sign-in may be asked to surrender the computer workstation at any time.
- Use is limited to 30 minutes per session, one session per 4-hour time span, and a maximum of 60 minutes per day.
- The user may continue to utilize the computer beyond the time allotments listed above if there is no one else in need of the workstation. When a need arises, the user is expected to immediately vacate the workstation when asked.
- Public computer workstations are available up until 10 minutes before the Library closes.

Access by Minors

Parents or legal guardians must assume responsibility and guide their children in the use of the internet and inform them about resources or materials they should not use. Minors must be accompanied by a parent or legal guardian at all times when in the Library.

Downloading

Downloading to the hard drive, a floppy disk, USB drive, CD-ROM, or DVD is not allowed.

Electronic Mail (E-mail)

E-mail and/or any form of instant messaging are strictly prohibited on library computers.

Printing

- Supreme Court Law Library
All public computer workstations are attached to a central printer at the Reference Desk. Printing is available at \$.15 (cents) per page. Users are responsible for all pages printed, including those printed in error, from the public computer workstations. Payment must be made either with cash or by check made payable to: *Supreme Court Law Library*. A receipt will be issued.
- Law Libraries in the Second, Third, Fifth Circuits
Please see library staff for assistance on printing.

Unacceptable or Unlawful Conduct

This Library reserves the right to suspend or terminate any computer session that constitutes, in the discretion of the Library staff, an unacceptable or unlawful use of the public computer workstations. Examples of unauthorized use include, but are not limited to, the following.

- Attempting to access, view and print from internet sites that do not contribute to legal research. This includes, but is not limited to, sites dealing with recreational games; auction/shopping services and pornography. The staff of the HSLLS reserves the right to ask patrons to verify that they are using computer and internet services for legal research purposes only.

- Attempting to access or participate in e-mail, chat rooms or any form of real-time person-to-person communication.
- Attempting to engage in fraud or misrepresenting oneself as another person via the internet.
- Attempting to transmit threatening, obscene or harassing materials via the internet.
- Attempting to “bookmark” or save favorite internet sites.
- Attempting to alter, damage, or attach anything to the computer hardware.
- Attempting to change the settings, preferences or software configuration on computers.
- Attempting to download and/or upload any software, files or graphics.
- Attempting to gain unauthorized access to the Library’s networks or computer systems, any other network or computer system, or any electronic resource via the internet.
- Attempting to restart or shut off the computers.

Violations

- Users violating these guidelines will be advised of the HSLLS guidelines for use and will be asked to comply.
- The HSLLS reserves the right to terminate network connections for users who repeat a violation of these guidelines after a previous warning.
- The HSLLS reserves the right to prohibit users who violate these guidelines from future access to or use of the libraries’ computers, electronic resources or network services.
- The HSLLS reserves the right to revoke all library privileges for users who violate these guidelines.
- To the extent the HSLLS incurs costs for damage to its computer equipment, software or data by a user, the user will be financially liable for those costs.
- Users who engage in illegal activities are subject to prosecution by the appropriate authorities.

**The Library staff has the authority to enforce this policy.
The Library reserves the right to modify the policy at any time, without prior notice.**