

**LINCOLN TRAIL LIBRARIES SYSTEM
NETWORK SERVICES
WORKING POLICY**

Adopted December 16, 1996

Lincoln Trail Libraries System offers many networked services to its libraries. These services change over time. Currently these services include access to the Internet for member libraries and their staff as well as the ability for libraries to participate in a LLSAP (Local Library System Automation Program).

Via LTnet Internet services, access to information sources, and access to the LLSAP, LINC, are provided. Lincoln Trail Libraries System will make its best effort to provide the broadest possible access to services and supports open and uncensored access to information. Staff of Lincoln Trail and library staff associated with Lincoln Trail in an official capacity may be registered users of LTnet. Registered users are allowed individual and group logins on LTnet. The general public may access limited LTnet services. Use of LTnet services is at the discretion of the user, whether using an individual, group, or visitor login.

LINC is a library automation system that automates basic library functions such as the on-line catalog, circulation, cataloging, and acquisitions, for those libraries that participate. Access to LINC is open. Participation in LINC is by agreement between Lincoln Trail and member agencies.

The purpose of this policy is to clarify for users of Lincoln Trail's services, Lincoln Trail's obligations and responsibilities related to providing these services, as well as the obligations and responsibilities of users of these services.

GENERAL

Lincoln Trail will utilize its best efforts to:

- Keep systems up and operational during all hours libraries are open. When planned downtimes are needed, these will be announced to member libraries as far in advance as possible.
- Deliver service programs via networked services when appropriate.
- Provide as much confidentiality to its users as possible. All steps will be taken to maintain confidentiality of patron information.
- See that data is not lost on the system. However, Lincoln Trail maintains the right to delete non-library related files, or e-mail messages that have not been read within a specified period of time, particularly when a user exceeds the amount of disk space allotted to them.
- Maintain user logins that permit access to functionality as stipulated by the user's authorized library official.

- Add or delete users to the database within 48 hours (Monday-Friday) of receiving valid user security information. Libraries that feel a user's security authorization(s) need to be immediately removed will be able to contact a Lincoln Trail staff member at any time who can immediately delete users from the system.

Users of LTnet and LINC should be aware that:

- Lincoln Trail maintains these services to support its services and programs, and the services and programs of its members. These systems should only be used for library related activities. Personal and/or private use is not supported.
- Illegal activities are prohibited.
- Each user is assigned a limited amount of disk space on LTnet. User's must keep their files within this space.
- Electronic transmissions can be monitored anywhere along the network. Users should take care in transmitting data between computers and in sending electronic mail.
- Logins and passwords must meet established guidelines for user authorizations to be added to LTnet or LINC. All user authorizations must be approved by the member library's authorized official.
- Member agencies are responsible for initiating the addition and deletion of users.

ELECTRONIC MAIL

Lincoln Trail will:

- Provide e-mail for each user registered on LTnet. If a user wishes their mail forwarded to another e-mail account, either the user or Lincoln Trail staff can set a pointer to the alternate mailbox.
- Support the use of group mailboxes.
- Use e-mail as a primary means of communication with its members. All members are required to check their mailboxes on a regular basis in order to receive official communications from Lincoln Trail.

Users of LTnet electronic mail should be aware that:

- If they do not monitor and read their mail as a regular routine, official communications to individuals or groups mailboxes for their organization may be lost.

WEB INFORMATION SERVICES

Lincoln Trail will utilize its best efforts to:

- Support disk space, server programs, and training to permit Lincoln Trail member agencies to post web pages for their libraries.
- Maintain information regarding Lincoln Trail on the web.
- Maintain a web page of recommended information sources on the web.

Users posting information should be aware that:

- Personal web pages will not be supported.
- Training will be required prior to posting web pages on LTnet.
- Member agencies will be required to keep information updated and timely.
- Member agencies will be required to maintain their own web information.
- Users should be aware that a limited amount of disk space on LTnet will be available specifically for web pages. Members must keep their files within this space.