



To: @[USER] BRANCH MANAGERS
CC: BARB_Y, RAY_M, JAMES, GWEN_J
Subj: More on the N2H2 authorized override

The authorized override password that you were given on Thursday may be used to allow unfiltered access under the same conditions that you would have allowed it when you had an unfiltered station for the public. While CIPA requires that all PCs be filtered, it also allows for disabling the filter on a PC under certain conditions. Those conditions are stated in the Library's Internet Use Policy and Blocked Web Sites Procedures.

Because the PC designated for unfiltered use should not be controlled by Pharos, in most locations it will have to be the 15-minute station since that will be the only one that is not part of the reservation system. This is one of the reasons that unfiltered access should be limited to fifteen minutes or less. You should also require that the patron stay on the site that was requested in spite of the statement on the Authorized Access screen that says they have access to the entire Internet.

This override should only be used when immediate access to a blocked site is needed. When immediate access is not necessary, the best remedy for a blocked site is to submit the URL for review and get it unblocked systemwide. Of course, each time the override is used for a patron, the URL should be submitted for review as well.

The override can also be used on staff PCs when staff is blocked from accessing a site needed in the performance of library duties. Caution should be taken in all instances to limit the override to the amount of time that you need unfiltered access so that a PC is not left unfiltered and unattended, especially in public areas.

We have had very few patron requests for unfiltered access in the past and do not expect this to change. We hope that having this access will only make your jobs easier. If you do encounter problems or have questions, please contact me at x2257 or Ray McBride at x 2220.

Good luck!
Gwen

11/21/03