

CIPA Compliance

Here is information from USAC's E-Rate webpage about the Children's Internet Protection Act (CIPA):
<https://www.usac.org/e-rate/applicant-process/starting-service/cipa/>

There are 3 CIPA requirements (**please read about these in detail on the website listed above**):

1. An Internet Safety Policy – It is likely that your library already has this in place.
2. A Technology Protection Measure - This refers to a specific technology that blocks or filters internet access at the computer level. This only applies to library computers (all library computers - staff, public, etc.). It doesn't apply to patron-owned computers that are used in the library. Does each of your library computers have a content filter?
3. A Public Notice and Hearing or Meeting – It is likely that this has already been done. It just needs to be done once.

Suggested CIPA Document Retention

NOTE: This is not an exhaustive list. On USAC's E-Rate webpage for CIPA (<https://www.usac.org/e-rate/applicant-process/starting-services/cipa/>), take a look towards the bottom of the page at the "Documentation for Undertaking Actions" section and the "Documenting CIPA Compliance" section to **see the documentation your library needs to keep**.

Document	Frequency	Additional Information
A copy of the library's internet safety policy	When updated	
Documentation that the library gave public notice and held a public hearing or meeting on the internet safety policy	When updated	This only has to happen once.
Documentation of the adoption of the internet safety policy	When updated	For example, approval in the minutes of the hearing or meeting or documented adoption by a library board.
A description of the content filter (technology protection measure)	When updated	For example: purchase, installation, and use.
A report or other documentation on the use of the content filter	Every Funding Year	The documentation should show that the content filter was installed and was working during the funding year. To get a usage report for the content filter, you typically need to access the management console of your content filtering software, where you can find options for generating reports.