

Wead Library

Computer Use and Internet Safety Policy

Revised: October 16, 2023

The Wead Library is committed to providing access to resources that improve and enrich the lives of all members of the Malone community, regardless of origin, age, background, or views. The library building is safe and welcoming, information is organized and up-to-date, and the staff is well trained to provide a professional and caring service to all patrons. In keeping with this mission, the Library offers access to the Internet and its resources.

Computer User Guidelines

1. Patrons wishing to use library computers must sign in on the Computer Sign In sheet at the circulation desk.
2. Sessions may last for 30 minutes when others are waiting. If no one is waiting, staff may allow patrons to extend their sessions for longer periods of time. If no computers are available, patrons should inform Library Staff that they are waiting.
3. The Library Staff may limit individual computer use time as Library need necessitates.
4. The computers and printers will be shut down 15 minutes prior to the closing of the library.
5. A patron may only use one computer at a time.
6. Black-and-white pages can be printed for .10 cents per printed side.
7. Patrons may save their work on their own external storage device. Work cannot be saved on the hard drive.
8. Patrons may not make any attempt to alter, remove, or damage computer equipment or software or install any executable software on Library computers.
9. Patrons are welcome to use personal laptops and other personal computing devices in the Library. Users may connect personal equipment only to the wireless network or to ports designated for such

use. Users may not unplug any Library equipment—such as extension, adaptor, or power cords.

10. User power cords must not pose a safety hazard for others.

11. Failure to abide by these guidelines may result in a loss of Library privileges, financial responsibility for damaged equipment, and/or banishment from Library premises.

Choosing and Evaluating Sources

The Internet is a global electronic network that offers access to many valuable sources of information.

However, not all web sites are accurate, reliable, or unbiased. Users should carefully judge the authority and accuracy of the sites they visit.

Some sites may carry information that a user finds controversial or inappropriate. The Library does not monitor and has no control over the information accessed through the Internet.

While it discourages users from retrieving or displaying graphics that may be construed as obscene, the Library is not responsible for what is displayed on computers connected to the Internet.

Acceptable Use of the Internet

Access to and use of the Internet is a privilege. Internet access should be used in a responsible and ethical manner consistent with the educational and informational purposes for which it is provided.

In accordance with the federal Children's Internet Protection Act (CIPA) a filter has been placed on the library's internet service to block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors. The Library cannot and does not guarantee that the filtering software will block all obscenity, child pornography, or materials that are harmful to minors. Nor can the Library guarantee that the filtering software will not restrict access to sites that may have legitimate research or other value.

Patrons 18 years of age and older may request access to a site that has been blocked. Subject to availability, a Library authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.

The following purposeful, illegal and/or criminal activities constitute unacceptable use:

- Using library workstations for any purposes which violate applicable U.S. or state laws. Users must respect all copyright laws and licensing agreements pertaining to software, files and other resources obtained via the Internet.
- Viewing child pornography;
- Deliberately displaying obscene images;
- Compromising the privacy of users;
- Attempting to gain unauthorized entry to the library's network or to cause degradation of system performance;
- Attempting to install, delete, or modify library software; attempting to install or run any programs that have not been installed by the library;
- Moving or changing the arrangement of library computers and attached equipment;
- Destruction of or damage to equipment, software, or data belonging to the Library.
- Disrupting the intended use of the library's Internet computers.
- Sending, receiving, or displaying text or graphics which may reasonably be construed as either obscene or child pornography.
- Engage in any activity that is harassing, deliberately offensive or creates an intimidating or hostile environment.

Children's Use of the Internet

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. While limited instruction is provided and help offered, staff cannot monitor individual use of the Internet. All children under the age of twelve (12) must be supervised by a guardian or designated adult while using the computers.

Parents or legal guardians should guide their children in the use of the Internet and inform them about materials they should not use. There may be material on the Internet which caregivers would consider inappropriate for their children to view.

The Library affirms the right and responsibility of parents or legal guardians to guide their children's use of all library resources, including the Internet. As is the case with all other library materials, any restriction of a child's access to the Internet is the responsibility of the child's parent or legal guardian.

Wireless Connection

The Wead Library's WiFi network is open and unprotected (no password is required.) Library staff will only provide limited technical assistance to the public. The library is not responsible for the safety of personal equipment, security or data resulting from using the wireless connection.

Public Users' Security

Because the Internet is not a secure medium, users should be aware that third parties might be able to obtain information regarding users' activities. However, the Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the library.

Library Staff Assistance

Library staff will provide basic assistance to computer users to the extent that time/availability allows. Library staff will provide basic connectivity information for the Wireless Internet Network.

Obscene Materials

The library strives to balance the rights of users to access all types of information resources with the rights of users and staff to work in a public setting free from disruptive sounds and visuals. Users are reminded that the library's computer terminals are located in public areas that are shared with library users and staff of all ages, backgrounds, and sensibilities. Individuals are expected to consider this diversity and respect the sensibilities of others when accessing potentially offensive information or images.

The deliberate display of obscene materials or images, including any attempt to print out those materials on library printers, is prohibited.

Violations

Violations of any part of this policy may result in the loss of library privileges. Persons violating the library's Computer Use and Internet Safety Policy will be notified in writing that their behavior has violated the library's policy. Recurrence of such behavior may incur penalties which may include suspension or termination of the patron's access to library computers. A patron may contest a penalty by elevating it to the attention of the Library Board of Trustees.

Illegal acts involving library computing resources may also be subject to prosecution by local, state, or federal authorities.

Waiver of Responsibility

The Library does not endorse viewpoints or vouch for the accuracy of information obtained through the Internet. The Library cannot control or monitor material which may be accessible from Internet sources. Library patrons use the Internet at their own risk. The Library assumes no responsibility and shall have no liability for any direct, indirect, or consequential damage arising from its connection to the Internet. The Library is not responsible for changes in content of the sources to which it links or for the content of sources accessed through secondary links.

Staff will identify and display starting points for searches which are appropriate to the Library's mission and service roles. However, each individual user must accept responsibility for determining which electronic resources they will access and the relative value of the content. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted or received. Parents or legal guardians are responsible for their children's use of the Library's Internet computers.

Resources

Nashville Public Library. "Internet Safety Policy." Nashville Public Library, [library.nashville.org/about/policies/internet-safety-policy#:~:text=It%20is%20unacceptable%20to%20use%20the%20Library%27s%20computer](https://library.nashville.org/about/policies/internet-safety-policy#:~:text=It%20is%20unacceptable%20to%20use%20the%20Library%27s%20computer.). Accessed 3 Oct. 2023.

New Lebanon Library. New Lebanon Library Computer/Internet Use Policy (Adopted 12/13/2008) (Amended 6/11/2020).