

BAKER FREE LIBRARY
PUBLIC INTERNET AND COMPUTER USE POLICY

Library Mission

The Baker Free Library connects people and information to expand our horizons and strengthen our community.

Disclaimer

Library patrons use the public computers and the Internet at their own risk. The Baker Free Library, its employees, and its Trustees do not control the Internet. The library cannot censor access to material or protect anyone from information that they consider offensive, controversial, or inappropriate. Due to the nature of the Internet, not all information found there is accurate, complete, or current.

Who May Use the Public Internet Computers

Internet access is provided to valid Baker Free Library card holders. Card holders who are under the age of 18 must have parental or guardian written permission to access the Internet. Any library card holder who is suspended will not be allowed to use the Internet except at the discretion of the Library Director.

Use of the Internet Public Internet Computers by Children

It is the parent or legal guardian's responsibility to decide what library resources are appropriate for their children, including access to and information on the Internet. Parents of children under 18 years of age must sign the Parental/Guardian Internet Permission Form before Public Internet Computer access will be allowed. In addition, the library requires constant parental supervision of Internet access of any child age 11 and under. Constant parental supervision means that the parent is physically with the child at the Public Internet Computer ~~access workstation~~ during the entire time that the child is using the Public Internet Computer.

Responsibilities of Users

Public computers may be used for legal purposes only. The library staff may ask users to refrain from displaying computer images which are inappropriate for public viewing.

Patron shall be prohibited from the following:

1. Viewing, printing, distributing, displaying, sending, or receiving text or graphics that may be construed as obscene under NH RSA 650.
2. Viewing, printing, distributing, displaying, sending or receiving text or graphics that may be construed to be child pornography under NH RSA 649 A & B and 18 USC 110 of the US Code.
3. Disseminate, exhibit, or display materials to minors that may be considered harmful to minors under NH RSA 571 B.
4. Using public workstations to transmit threatening or harassing material.
5. Engaging in any activity that is deliberately offensive to others, or deliberately creates an intimidating, hostile, or offensive work environment.
6. Violating copyright agreements
7. Gaining unauthorized access to any computing system or resources
8. Damaging, altering, or degrading computer equipment, peripherals, software, or configurations.

Guidelines for Public Internet Computer Use

1. Patrons must sign up to use a Public Internet Computer at the Circulation Desk. Patrons should present their library card at sign up; if they do not have their library card with them, they will be required to produce some other form of identification. Staff are required to check the patron's record in the catalog to ensure that the patron is in good standing. If the patron is suspended or has \$10 or more in fines, they will not be allowed to use the Public Internet Computers until those issues are resolved.
2. When signing up for their first time Internet use, patrons must sign and date the BFL Use of Internet Agreement. On that visit and subsequent visits, the user must provide the date, the time their session is starting, their name, their patron number and the number of the computer that they intend to use. This information will be destroyed once statistics for weekly computer use are compiled.
3. Computers are available on a first-come, first-served basis. Reservations are not accepted. Computers are available for 30 minutes per session. If no one is waiting users may stay on past the thirty minute time limit. If asked by a library staff person to leave a terminal because someone is waiting to use a workstation, the computer user is expected quickly finish their work and close any open applications/documents/browsers so that the next person can have their turn.
4. Users may use USB memory devices to save data. Under no circumstances are users to insert anything into the back of the computer thin client device.
5. The library offers both color and black/white printing. The default printer setting is black and white. Users will be charged \$0.10 per sheet for all black and white printing. The charge for color printing is \$1.00 per sheet. This charge is in effect whether the user provides their own paper or uses the library's paper.
6. Users are responsible for their workstations during their time slot. Users needing to temporarily leave their workstation should make sure to log out of any software or Internet programs and to take personal valuables with them. The library is not responsible for any personal items missing from workstations, or anything that happens to their work/email/open applications while they are away from their workstation.
7. Library employees are authorized to terminate an Internet use session for anyone who fails to comply with this policy. Users will be held financially responsible for damage to equipment caused by misuse. Malicious damage to equipment will result in suspension of library services and/or prosecution of criminal charges.

Privacy

The Baker Free Library is a public building and users of computer resources need to recognize that there can be no expectation of privacy. However, the library upholds the right of confidentiality for all users. No one may review the content of a user's internet log files unless so authorized by a court order issued pursuant to RSA 91-A:5 and RSA 201-D:11 or by the USA Patriot Act.

Wireless Internet Access

The Baker Free Library, and its Trustees and staff, do not control the Internet. The Internet is a global entity. Parents and guardians should supervise their children's Internet sessions using the library's Public Wireless Internet.

1. The Baker Free Library provides free wireless access. By using the library's wireless connection, the patron agrees to comply with all library policies including but not limited to the Library's Patron Behavior Policy and the Public Internet and Computer Use Policy.
2. The wireless connection is not secured or encrypted. Use caution when sending any personal information over wireless networks. The user assumes any and all risk involved in the use of the wireless connection and acknowledges that the library is not responsible for any resulting damage to a user's own equipment.
3. Patrons use the wireless access at their own risk and are expected to secure their portable personal computers or devices with widely available software protection. The library accepts no responsibility for any resulting damage to portable personal computers or devices.
4. The library accepts no responsibility regarding the ability of patron owned equipment to connect to the wireless network. Library staff will not change settings on patron equipment.
5. The library does keep statistics on wireless internet use, but does not keep personally identifiable data, as stated in the Baker Free Library Privacy and Confidentiality Policy.

Created and approved by the library's Board of Trustees in February 2006; revised on May 17, 2010; revised 4/17/2019.