

BETHLEHEM PUBLIC LIBRARY COMPUTER AND INTERNET ACCESS POLICY

DISCLAIMER: As available information comes from all over the world, the Bethlehem Public Library accepts no responsibility for the accuracy of the material that is retrieved via the Internet. Currently, the Internet is an unregulated medium and may offer access that might be offensive, disturbing, and/or illegal. The patron is cautioned to assess the accuracy of all information received.

The Bethlehem Public Library subscribes to the American Library Association's "Right to Read" and does not limit the information available to patrons of any age, sex, or racial background. Because Internet filtering software has serious limitations, blocking Constitutionally-protected materials in some cases and permitting access to illegal materials in others, the Library does not employ filtering software. It is the responsibility of the individual user to select appropriate sites for his/her own use.

The Library does not act in loco parentis (in place of the parent) and does not restrict Internet access based on the age of the user. As with all Library resources, the Library affirms the right and responsibility of parents/guardians, NOT Library staff, to determine and monitor their minor children's use of the Internet, including the use of e-mail and social media. Parents are responsible for their minor children's use of the Library's resources and facilities. Any parents who believe that their children cannot responsibly use the Library's Internet access are requested to monitor their children's Internet use. (In this policy a minor is defined as anyone under the age of 18 years.)

The availability of Internet access is sometimes limited due to reasons beyond the control of the library. Access is not guaranteed by the library at any time.

Wireless Internet Access

Bethlehem Public Library offers free wireless Internet access. Using the Library's wireless network implies that the user agrees to comply with the Library's Computer and Internet Access Policy. This includes using a personal device with the Library's Wi-Fi.

Because the Library's wireless network is open and unsecured, it is strongly recommended that you do not use it to transmit personal, financial or legal data. The Library is not responsible for any compromised information and will not assume any responsibility for the safety of equipment or for harm done to a wireless device's configurations, security or data files resulting from connection to the Library's wireless service.

Library Hardware

The Library offers laptop computers and iPads for people to use while in the library building. The library does not allow these to be used outside nor checked out for home use.

GUIDELINES:

1. The computer user must have a current library card or reside in Bethlehem and must have no overdue material.
2. Minimal instruction on the use of the computer may be available from library staff as time and staffing permits.

3. Patrons must give their library card number or initials at circulation desk when checking out a library laptop.
4. No food or drink is allowed near library computers.
5. Patrons will comply with all applicable federal, state and local laws governing copyright laws, licensing and content restrictions. Any violation of copyright is the responsibility of the patron. Staff will not make copies of materials when the request is in blatant violation of copyright law. Decisions of this matter will be left to the discretion of library staff.
6. Patrons will pay for any item(s) ordered on the Internet with a personal credit card. The library is not responsible for any charges patrons incur while using the internet.
7. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Parents or legal guardians of children under the age of 18 must sign a permission slip to allow computer use, and assume responsibility for their children's use of the Internet.
8. Users are prohibited from loading their own software or downloading software from the internet onto the computer's hard drive.
9. Patrons should save any files to a personal device (USB), save to the cloud, or email to themselves.
10. Users who damage software or hardware are liable for its repair or replacement. Any damage to the computer or its peripheral devices is the responsibility of the user. Abuse of the equipment or service will result in the user being denied further access to the service. Malicious damage may result in prosecution.
11. The library assumes no responsibility, direct or indirect, arising from the use of its equipment or its Internet connection.
12. Cost for printer use is 10¢ per side for black & white printing and 50¢ per side for color printing.
 - a. The printer default is black & white, double-sided. To change this setting, patron should ask library staff.
 - b. Patrons are encouraged to "print preview" before printing. Patrons are responsible for all printouts they generate and can ask for assistance to avoid unnecessary charges.
13. The right to remove patron's privilege will be done at the Librarian's discretion.
14. The Library uses protective software to provide patron privacy. This software is activated only when the computer is correctly shut down after use. Directions for properly shutting down the computer are on the laptop instruction sheet.
15. Use of headphones is required if audio files or websites are accessed. Patrons should refrain from loud discussions regarding what they are viewing.

Unacceptable Uses of Computers

Among the uses that are considered unacceptable, and which constitute a violation of this policy, are the following:

1. Uses that violate the law. Transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading illegal materials; downloading or transmitting confidential, trade secret information or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. Engaging in defamation (harming another's reputation by lies); uploading a worm, virus, "trojan horse," "time bomb" or other

- harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks or information systems.
3. Uses that jeopardize the security of access of the computer network or other networks on the Internet. Disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the Library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.
 4. Uses that jeopardize the safety or security of minors, including viewing or transmitting child pornography.
 5. Viewing materials that are inappropriate in a public space or attempting to view, read or censor material being used by others without their permission. These are public access computers and visible to the public and children. Computers should not be used to access inappropriate or offensive material.

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