Acceptable Use of the Internet and Library Public Computers

The library's public computers allow users to search a variety of electronic resources. Library OPAC computers are exclusively for searching the library's holdings. Internet computers provide information beyond the confines of the library's collection. Internet computers offer a wide range of the most popular Internet browsers for searching the internet, displaying files, and viewing multimedia content. Internet computers also provide access to word processing. No station provides support for all file types or Internet technologies.

Use all library computers and Internet resources in accordance with this policy and the F. Maxine and Thomas W. Cook Memorial Library Code of Conduct. These policies are also available on the library's website.

Access to Internet Resources

F. Maxine and Thomas W. Cook Memorial Library is committed to providing access to informational, educational, recreational and cultural resources for library users of all ages and backgrounds. The library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the library's other resources. The library strives to balance the rights of users to access information resources with the rights of users to work in a public environment free from sounds and images that harass other library users or library staff.

The library's goal in providing Internet access is to enhance its existing collection in size and depth and, as a public access agency, to give anyone who wishes to use the Internet the chance to do so.

Wireless Access

The F. Maxine and Thomas W. Cook Memorial Library provides unlimited free Wi-Fi access at our library during regular business hours. All Internet access, including the Wi-Fi, is filtered. The filter may be turned off at the request of patrons. Patrons are welcome to use available electrical outlets as long as no library equipment is unplugged and it does not create an unsafe condition.

Here's what you need to know to access library Wi-Fi:

Provide your own Wi-Fi enabled laptop or device.

Connect to a network: LGPLWiFi or LPGLWiFi.

Internet Filtering

The Internet offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages. However, it also enables access to some material that may be offensive, disturbing, illegal, inaccurate, or incomplete. Users are encouraged to evaluate the validity and appropriateness of information accessed via the Internet.

Tests have shown that filtering software may help to block access to objectionable Internet sites. However, the software cannot block out all objectionable sites, and it does sometimes block useful material, including sites that are suitable for children, teens and adults.

Public Internet computers are equipped with commercial filtering software. The library's filtering policy upholds the principles of intellectual freedom, allowing adults to make their own choices regarding

filtering. The policy also aims to ensure that our libraries are safe and welcoming places for children, and it affirms the right and responsibility of parents to make choices for their own children and teens.

Please see staff at the circulation to request a temporary shutdown of the filtering software.

Children's Computers

The children's area within F. Maxine and Thomas W. Cook Memorial Library is designed to be welcoming for children. This area includes a limited number of computers, all of which offer resources especially for children. To best serve children, all computers in designated children's areas are for the use of children, with or without adult caregivers accompanying or assisting children. The children's computers do not offer Internet access. If you are not familiar with the computers, we invite you to sit down with your children and have them show you the applications they use.

Time and Other Limits

To access the Internet all individuals must get a single use pin code from the circulation desk. The library does not distinguish between library patrons and visitors. Each person is guaranteed one 45-minute session per day on library public computers. Session times are automatically extended by the time limiting software if the Internet computers are not all in use or out of order.

The library's computers are set up for use by a single individual. Due to the constraints of the space per computer, please refrain from having more than 1-2 individuals at a single computer station.

Privacy

The library currently does not provide privacy screens for Internet computers. Additionally, the library's computers are in a public area. Others may be involuntarily exposed to what you are viewing. The library asks that you remain sensitive to the fact that you are working in a public environment shared by people of all ages.

Precautions

Illegal activities or activities that interfere with or disrupt the network, users, services or equipment are prohibited and not protected by the library's privacy policy. The library does not routinely monitor public computers, but reserves the right to do so when a violation of this policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and the network and to enforce the following rules. This includes requiring a user to leave a computer or the premises, and contacting law enforcement authorities.

Notice: Warning of Copyright Restrictions

As a patron, your ability to post or link to copyrighted material is governed by United States copyright law. In accordance with 17 USC S 512 (i)(1)(A), the library may terminate a patron's access to the system or network for disrespect of the intellectual property rights of others, or for repeat infringements of copyright. The library has adopted this policy and will make all reasonable effort to enforce it in appropriate circumstances.

Rules Governing Use of Library Computers

Failure to comply with the following rules may result in loss of computer privileges, loss of library privileges and prosecution.

At each log-in, library computer users must complete a click-through agreement acknowledging these rules and must agree to follow the rules.

1. Check in at the desk for an Internet computer before using it; log on using your own single use pin code and promptly give up the computer when your session is terminated by the time limit software.

2. Promptly give up the computer when requested by staff.

3. You may download files to your own supported media/devices. The library is not responsible for damage to your media or for corruption of your data, including damage caused by mechanical malfunction, or corruption caused by virus or spyware infection, while using library computers.

4. Do not attempt to use library computers to install, run, or otherwise execute programs or applications on personal storage media or downloaded from the Internet.

5. There is a charge for printing from public computers, of $0.10 per sheet. You must pay before receiving printed materials.

6. Please respect other's privacy by not attempting to observe or comment on what others are viewing. Remain sensitive to the fact that you are working in a public environment shared by people of all ages.

7. Stop viewing any site that creates a hostile environment for other library users if a staff member asks you to stop, and do not view similar sites after being asked to stop.

8. Use headphones when listening to audio content and keep volume low, to avoid disturbing others.

9. As a courtesy to others, log off of all visited websites as well as the computer completely when you are finished with your session.

10. Do not gather around computers when doing so may obstruct others or create noise that distracts others.

11. Whether or not they are in use, children's computers in all locations are for the exclusive use of children and their accompanying caregivers.

12. Do not use another's personal information, with or without permission, to sign up or log on to a website.

13. Do not misuse library computer equipment, software, or Internet access privileges.

Misuse includes but is not limited to:

- Viewing material that violates federal, state or local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography

- Hacking into the library computer system or any other computer system

- Mishandling, damaging or attempting to damage computer equipment or software; tampering with computer settings

- Interfering with system operations, integrity, or security

- Attempting to gain or gaining access to another person's files or personal information

- Displaying or printing materials that violate State or Federal regulations on sexual harassment

- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment

- Violating copyright laws and software licensing agreements, or the policies of the individual websites that you view

- Failing to pay for printing

- Refusing or ignoring a staff person's requests

- Any other violation of the Acceptable Use of the Internet and Library Public Computers statement