

## Internet Policy

The Pearle L. Crawford Memorial Library welcomes all users to the internet, and encourages the use of computers and internet access as a means to extend our resources to the public.

The internet is a public, unmanaged source of information. Library staff cannot control the availability of information links, which often change. Keep in mind that not all sources on the internet provide accurate, complete or current information. The library encourages users to be good information consumers, questioning the validity of information found on the internet.

While occasional computer classes are offered at the library — and they are publicized when they occur — we cannot provide in-depth training on internet operations or personal computer skills.

Access to the internet by minors. The Library assumes no responsibility for any patron's use of the internet. The Library cannot act as a censor. Parents and guardians have the responsibility of providing guidance, to ensure that a minor uses the internet in an appropriate and safe manner. Parents and guardians, not the library or its staff, are responsible for the information selected and accessed by minors. Parents and guardians should discuss with their children what materials are inappropriate to access on the internet.

Images deemed by Library staff to be threatening, obscene or unsafe for very young children will not be allowed on any computer monitors. The public is encouraged to seek library staff assistance if enforcement of this rule is necessary.

**To address the issue of the safety and security of minors** when using electronic mail, chat rooms, and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the Crawford Library urges minors to keep in mind the following safety guidelines:

1. Never give out identifying information, such as home address, school name, or telephone number.
2. Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed.
3. Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
4. Never respond to messages that are suggestive, obscene, threatening, or make you uncomfortable.
5. Remember that people online may not be who they say they are.
6. Remember that everything you read may not be true.
7. If you become aware of the transmission of pornography on a Library computer, immediately report the incident to the Library Director.

**Using computers in the library for illegal purposes is strictly prohibited.** This includes, but is not limited to using the internet in violation of the Massachusetts General Law Chapter 272 Section 31, the Harmful to Minors Statute, or for the transmission of threatening, harassing, defamatory or obscene materials. Library computers may not be used to break any federal, state or local law. No

library patron is permitted to use a Library computer to view obscenity or pornography or to display such content.

**Safety tips for secure electronic communication:** If you access direct electronic communication on the internet, do not reveal private information about yourself, and we suggest that you not respond to inquiries from anyone you meet online.

### **Guidelines for Access to the Internet at the Pearle L. Crawford Memorial Library**

By using the public internet and computer workstations at the Crawford Library, you agree to be bound by the following guidelines:

**Time limits:** Computers are available on a first-come, first-served basis. The Library uses the PC Reservation software to manage public workstations. Patrons may log in with their library card for a 55 minute session. Once that session expires, a patron may log in for another 55 minutes. Additional time can be granted at the discretion of the staff.

**Group Use Limit:** No more than two patrons may participate in a session at one computer at any one time, unless prior permission to hold a group session has been obtained. Conversations should be kept quiet in consideration of other patrons.

**E-Mail:** The Library does not provide electronic mail accounts, nor does it support any type of individual or personal account. Users may access e-mail accounts through the World Wide Web at Internet computers in the Library facility.

**Downloading:** Files can be transported on portable media. If you wish to download a file, this can be done only to a personal USB flash drive. On our public workstations, security software is configured to delete documents at the end of each business day. Please ask a staff member for assistance if you need to copy files.

**Printing:** There is a charge for printing, and we are limited to black and white output. All documents print to a laser printer near the front desk.

**No Software Installation:** No software may be installed on to library computers, nor settings on library-installed software changed. Please do not add or delete bookmarks and links.

**No Hardware Modification:** Users may not alter or attach equipment to the Library's hardware. Please leave equipment turned on. If a problem develops, please notify a staff member. Do not attempt to make any adjustments yourself.

**Unacceptable use of Library computers and the internet Includes, but is not limited to, the following:**

- Using the Library's workstations as a staging ground to gain unauthorized access to the Library network or computer system or any other network or computer system.
- Illegal activities or actions intended to interfere with or disrupt network users, services or equipment.
- Obstructing the work of others by consuming a large amount of system resources or by deliberately crashing any Library computer system.

- Making any attempt to damage computer equipment or software.
- Making any attempt to alter software configurations.
- Making any attempt to cause degradation of system performance.
- Using a Library workstation for illegal or criminal purposes.
- Engaging in any activity which is deliberately or maliciously offensive, libelous or slanderous.
- Representing yourself as another person for the purpose of fraud or other illegal activity.
- Using the Library Internet system to upload, transmit, or post copyrighted or protected material and/or software to the Internet without the permission of the owner or person owning the copyright or other intellectual property rights in the transmitted materials. Downloading from the Internet copyrighted or other protected materials must be done with the express permission of the owner or otherwise authorized persons regarding copying, redistribution, modification, or publication. Information downloaded for educational purposes may be permitted.
- Distributing advertising, junk mail, or chain letters.
- Harassing other users or Library staff.
- Attempting to modify or gain access to files, passwords, or data belonging to others.
- Gaining unauthorized access to resources or entities.
- Sending, receiving or displaying text or graphics which may reasonably be construed as obscene.
- Distributing or exhibiting materials harmful to minors.
- Invading the privacy of individuals.

### **Sanctions**

Be aware that computers in public areas are shared by people of all ages and sensibilities. Anyone who encounters information on the internet that makes them feel uncomfortable is encouraged to seek the help of any library staff member. The Crawford Library reserves the right to ask users to refrain from displaying computer images that are inappropriate for public viewing.

The Library reserves the right to terminate a computer and/or Internet session at any time and/or to disallow a patron internet access.

### **Legal use**

Library computers may not be used to break any federal, state or local law. No library patron is permitted to use a library computer to view obscenity or child pornography, or to display such content. Violations of the Internet Use Policy will be dealt with in a serious and appropriate manner and may result in discontinuation of your access to the Library computers, removal from the library,

and/or loss of your Library privileges. Illegal acts involving Library computers may also be subject to prosecution by local, state or federal authorities.

**Privacy:** The library protects information that reveals the identity and intellectual pursuits of a person using library resources (MGL ch 78, sec 7)

### **Disclaimer**

The Pearle L. Crawford Memorial Library assumes no responsibility for any damages, direct or indirect, arising from use of the computers or internet access through its network or through its internet provider. Visitors use the internet and the computer systems at their own risk. The Crawford Library assumes no responsibility for any actions of its visitors, directly or indirectly, relative to use of the computer system and/or the internet. The Crawford Library makes no representations as to the content of any website visited by any individual. Illegal acts involving Library resources may be subject to prosecution by local, state, or federal officials.

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