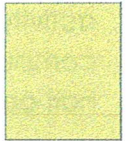


GRANBY FREE PUBLIC LIBRARY

297 EAST STATE STREET, GRANBY, MA 01033



INTERNET USE POLICY

To meet the informational, educational, cultural, and recreational needs of its diverse community, Granby Free Public Library will develop resources and services including provision of access to electronic information, electronic databases and networks such as the Internet to supplement traditional printed resources.

The Library does not select the material available on the Internet. The Library is not accountable for the accuracy, content, nature, or quality of information obtained through the Internet, nor does the Library endorse viewpoints presented on the Internet. As with other Library materials, the responsibility for determining what is valuable or appropriate lies with the Library patron or, in the case of minors, their parents or guardians.

EQUAL ACCESS

Granby Free Public Library seeks to provide equal access to information for persons of all ages. With regard to the Internet, the Library does not selectively choose (i.e. filter) which electronic resources to make available. Just as parents are encouraged to discuss appropriate use of other Library materials, the Library encourages parents to discuss with their children the appropriate use of electronic resources available through the Internet.

Computers in the Children's Room are provided for the use of users under the age of 13 and their accompanying caregivers. Computers in the Young Adult Room are provided for users ages 12-18. Many sites are inappropriate for children under age 18, and therefore parents/guardians are encouraged to come to the Library and use the Internet with their children. Ultimate responsibility for how youth use the Internet is a matter for parents/guardians and their children to decide. Adults and teens unaccompanied by children are not permitted to use the computers in the Children's Room.

Users must cooperate with Library staff as requested to ensure equitable computer use and a safe computing environment. Failure to do so may result in loss of computer privileges.

SIGN IN PROCEDURES

All Internet resources are provided equally to all users. Users may log into the Internet computers for up to 60 minutes. If no one is waiting, they may continue to use the computer.

Computers are available until fifteen minutes before closing. Signing in to use a computer or the Library's Wi-Fi constitutes agreement with this Internet Use Policy. The Internet Use Policy and Procedures applies to Library computers and users on the Library's wireless network.

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. This includes confiscating any removable media, requiring a user to halt computer use and/or leave the premises, and contacting law enforcement authorities.

The Library will not tolerate use of its computers and network in a way that violates local, state, or federal law. Users are responsible for complying with copyright law, licensing agreements and the policies of individual websites viewed. Using the library's computers or wireless network to copy and distribute copyright protected works may be an infringement of the copyright law (Title 17 U.S. Code), and is prohibited.

ACCEPTABLE USE

Whether using Library computers or a personal device, users are expected to refrain from displaying graphics which are inappropriate for public viewing, or playing audio that could disturb other users or interfere with their right to use Library resources and services. Blatantly offensive visual or text-based materials constitute potential sources of harassment (sexual or otherwise) to other users and to staff and will not be tolerated. The Granby Free Public Library reserves the right to ask any user to halt any inappropriate computer use.

PERSONAL SAFETY AND PRIVACY

Users are advised to exercise caution in divulging personal information through direct electronic communications, as doing so can compromise personal safety and privacy. Unauthorized disclosure of personal information about a third party is prohibited. Credit card transactions are strongly discouraged; as is saving preferences, profiles, passwords, and credit card information. Users are encouraged to use a removable storage device (like a thumb drive) or a cloud computing option (like Google Drive or Dropbox) to store data regularly while working on the computer. The Granby Free Public Library does not keep permanent record of sites visited or files created. Complete privacy on Library computers and networks is not a realistic expectation.

PRINTING

Printing is available for a fee. Please see staff for assistance with print preview to determine the cost of printouts.

PERIPHERALS

Users may plug any appropriate device into the front ports on Library computers, but may not remove anything from the back of the computers. Headphones (supplied by the user or from the Library) are required when listening to audio content. Volume must be kept low so as not disturb others.

Staff will intercede when The Internet Use Policy is violated, and violators will be asked to leave. Violation of this policy may result in discipline up to and including, loss of access to Library computers and, in extreme cases, exclusion from the Library. When applicable, law enforcement agencies may be involved.

Approved, Board of Library Trustees, September 2021