

**Jonathan Bourne Public Library**  
**19 Sandwich Road**  
**Bourne, MA 02532**

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## **Internet Policy**

The Jonathan Bourne Public 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's goal in providing Internet access is to enhance its existing collection in size and depth and to give anyone who wishes to use the Internet the chance to do so.

The Internet is a global network which provides access to a wide range of resource, many of which are not available in print. The Internet does not fall under the control or governance of any single agency, government or organization. The Library cannot control access points, which often change rapidly and unpredictably.

Internet access is available to users in grade 5 and above, and to younger patrons who are accompanied by a parent or caregiver.

**Filtering:** The Jonathan Bourne Public Library seeks to provide equal access to information for persons of all ages. With regard to the Internet, the library staff 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 staff encourages parents to discuss with their children the appropriate use of electronic resources available through the Internet.

**Legal Compliance:** The library staff/trustees will not tolerate use of the computers and network in a way that violates local, state, or federal law.

It is not acceptable for a minor to receive any material that is deemed harmful under the Children's Internet Protection Act (CIPA) through a web site, email, chat room, or other direct electronic communication.

It is not acceptable to use Internet access for any purposes which violates federal or state laws. Examples of unacceptable use include, but are not limited to: harassment of library users or staff; libeling or slandering others; violation of computer security systems, unauthorized use of computer accounts, access codes, or network identification numbers assigned to others; destruction or damage to equipment, software or data belonging to the library or other users; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected materials.

**Public Environment:** Whether using a library computer, personal laptop or other device, patrons are expected to refrain from displaying graphics which are inappropriate for public viewing, or playing audio that could disturb other patrons.

**Monitoring:** Violations of this policy will result in loss of computer privileges and may result in the loss of library privileges. Illegal acts involving library computing resources may also be subject to

prosecution by local, state, or federal authorities. 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 library computers and network. This includes confiscating any removable media, requiring a user to leave a computer or the premises, and contacting law enforcement authorities.

**Saving Your Data and Files:** If the computer you are using powers off for any reason, any stored information from your session is deleted. We encourage you to use a removable storage device, like a thumb drive, to store your data regularly while working in Microsoft Office and other applications.

**Privacy:** Although we do not keep any permanent record of the sites you visit or the files you create, we would caution that complete privacy on shared computers is not a realistic expectation. However, we do try to protect your privacy to the maximum extent possible.

**Additional Information:**

- Internet access is available whenever the library is open
- Users may log into the internet computers for up to 30 minutes. Users may continue to use computers at 30 minute increments as long as no one else is waiting. Users may schedule longer sessions (for test taking, job application, etc) with library staff.
- Users must sign in to use internet terminals at the circulation desk. A valid CLAMS library card or Drivers license may be asked for identification.
- Printing is available at \$0.15/page for black and white and \$0.35 for color.
- Users must cooperate with library staff as requested to insure equitable computer use and a safe computing environment. Failure to do so may result in loss of computer privileges.
- Users may plug any appropriate device into the front ports on our computers, but may not remove anything from the back of the computers.
- Use headphones when listening to audio content, and keep volume low so you do not disturb others.
- Do not gather around/stand behind computer users since doing so may obstruct or distract other patrons.
- Library staff is not available to provide Internet instruction beyond routine assistance in finding resources. The Library may, from time to time, offer classes for intensive Internet instruction or provide one on one instruction by appointment.
- Computers in the YA room are restricted to that age group.
- The library offers free wireless internet access throughout the building.
- All computers are shut down 15 minutes before closing.

**Board of Trustees Approved: June 30, 2005, Modified June 18, 2013**