



# Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

POLICY: 400 - 003

GROUP: RESOURCES & FACILITIES

TITLE: **Computer and Internet Use Policy**

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The Wadleigh Memorial Library is Milford's educational, cultural, technological and social center supporting lifelong learning and improving quality of life by connecting the community to resources and services. To this end, the library provides access to the internet via public computers; the library also provides wireless access for portable personal computers and devices. In order to provide fair and equitable use to all, it is necessary to maintain usage guidelines for the library's computers.

## General Use

- Library computers and wireless access may not be used for any illegal activity.
- Users may not engage in any activity that is harassing, defamatory, or threatening or display graphics which may reasonably be construed as obscene as defined by law.
- The library reserves the right to deny computer privileges to anyone who misuses or damages Library hardware or software, attempts to alter computer settings or does not follow library policies. Patrons may be responsible for any damages to library property occurring during use. Theft of or malicious damage to library property may result in prosecution.
- Public access computers are available on a first come, first served basis. Because of space limitations, no more than two people may be at a computer workstation at one time.
- Patrons are limited to a set amount of time on library computers each day. Such use may be extended, per Library staff discretion, if no one else is waiting. Time limits may be managed through specialized software. Any attempt to bypass the time management system may result in lost library privileges. Patrons are not permitted to use a Library Card number other than their own to sign in (exception: guest passes).
- Patrons are responsible for their own documents and searches. Library staff will assist patrons with simple procedures as time permits but are not obligated or expected to teach patrons how to use specific software, fill out online forms, or navigate third-party websites. Manuals and tutorial help are generally provided.
- Patrons must save documents to their own storage devices. Material may be downloaded onto personal storage devices (provided the device is compatible with library computers). Personal storage devices may be for sale at the Circulation Desk. Material may be downloaded/ saved on the computer for temporary use; however, **the hard drive will be wiped of any new material** each time the computer is restarted.
- The library assumes no responsibility for loss of data or consequential damages occurring from use of the computers or software.

## Printing

- Patrons may print out material via a shared public printer and are responsible for their own documents. Please respect the privacy of others.
- All print-outs will be charged at posted rates per page; color copies will be charged at a higher rate per page. Print-outs must be paid for in full at the designated printer kiosk before the print job will be completed.
- The library assumes no responsibility for the quality or content of any document made on our equipment.

## Internet Use

**DISCLAIMER:** The Wadleigh Memorial Library and its Trustees and staff do not control the internet. The internet is a global entity. Parents and guardians should supervise their children's internet sessions at the library.

*For more information about child safety on the internet please ask a Librarian. There are many resources available to assist parents and guardians in guiding their child's use of the internet.*

- The library does not filter or censor access to any of its resources nor protect individuals from information some might find offensive. There are many informative sites deemed controversial or inappropriate to some but not others. Furthermore, not all sites on the internet provide accurate, complete or current information. Individuals using the internet need to be good information consumers, questioning and evaluating the validity of all information.
- The library does not receive federal telecommunications aid and thus is not bound by the terms of the Children's Internet Protection Act (CIPA) as upheld by the U.S. Supreme Court.
- Unlike schools, public libraries are not *in loco parentis* and thus cannot act in place of a parent to control a child's use of online resources (including the internet). This is a family and individual decision. We can and do provide guidance and direction toward good and safe internet sites.
- Library staff will not monitor an individual's internet use except as may be required to ensure compliance with library policy and/or procedures.
- Patrons are personally responsible for any materials ordered online. The library will not be responsible for any costs incurred while patrons are using library computers.
- Patrons agree to obey all applicable federal, state and local laws including, but not limited to, copyright, licensing and content restrictions. Patrons using the internet are asked to refrain from viewing sexually explicit or violent sites on Library or personal computers and electronic devices. The library reserves the right to terminate or restrict the user's internet privileges for abuse of these conditions or for unauthorized use of the library's internet connection.

## Wireless Access

- The Wadleigh Memorial Library provides free wireless access. By using the library's wireless connection, the patron agrees to comply with all library policies including but not limited to the Library's Code of Conduct and the Computer and Internet Use Policy.
- The wireless connection is not secured or encrypted. Use caution when sending any personal information over wireless networks. The user assumes any and all risk involved in the use of the wireless connection and acknowledges that the library is not responsible for any resulting damage to a user's own equipment.
- Patrons use the wireless access at their own risk and are expected to secure their portable personal computers or devices with widely available software protection. The library accepts no responsibility for any resulting damage to portable personal computers or devices.
- The library accepts no responsibility regarding the ability of patron-owned equipment to connect to the wireless network. Library staff will not change settings on patron equipment.
- Due to the existing facility constraints, the library has a limited number of electrical outlets and cannot guarantee the ability to plug in portable personal computers or devices. **Under no circumstances is it acceptable to unplug any of the Library's equipment occupying outlets.** See a staff member for outlet locations and availability.

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Board of Trustees