

Policies - Cook Memorial Library, Tamworth, NH

SECTION III: THE COLLECTION AND OTHER LIBRARY RESOURCES

H. Internet Access and Use (Revised 3/9/2015)

Policies

It will be the responsibility of the library director and staff of Cook Memorial Library to recommend changes to the policies and procedures governing use of the Internet every three years or sooner as needed. The current Internet policy will be available to patrons, and will be posted on the library website.

Cook Memorial Library offers access to electronic resources, including those on the Internet, free of charge and subject to the policies and procedures adopted by the library trustees. All patrons, both registered and non-registered, are required to check in at the circulation desk, and sign in (initials, date and time) before using library computers. All patrons under 18 must have written permission (ask staff for an Internet Use Registration Form) from a parent or guardian to use library computers. Access is a privilege, not a right, and requires responsibility on the part of the user.

Access to the Internet will not be restricted because of a patron's race, color, religion, gender, sexual orientation, national origin, disability, age or veteran status. The Internet offers unlimited global access to all types of information. Not all sources are accurate, complete, current, legal or philosophically acceptable to all people. Some information may be offensive, controversial, illegal, or erroneous. It is the responsibility of the user to select or reject online information based on good judgment and discretion. The library **does not use filters** to monitor or control the content of the materials on the Internet, which changes rapidly and unpredictably. Parents and guardians of minor children have exclusive responsibility for their children's use of the Internet just as they do with printed materials or visual materials. Notice to parents: Library staff does not supervise what children view online.

Acceptable Use

All electronic traffic originating from Cook Memorial Library will be in accordance with acceptable use standards. Failure to abide by these standards may result in the loss of Internet, computer, and/or other library privileges.

1. Respect for the privacy of others.
2. Compliance with copyright law and licensing for individual data and programs.
3. Consideration for the security and functioning of computers, computer networks and systems.

Unacceptable Use

Examples of unacceptable use include, but are not limited to the following:

1. Uses for any purposes that violate applicable federal, state, or local laws including copyright laws.
2. Interfering with or disrupting other computer users, services, or equipment.
3. Attempting to gain or gaining unauthorized entry to other computing, information, or communications sources or devices (hacking).
4. Malicious, threatening, harassing, or obscene behavior or language.
5. Obscene behavior including public display of obscene materials on computer screens or in hard copy.
6. Misrepresentation of oneself or the library.
7. Activities that could cause congestion and disruption of networks and systems.
8. Unsolicited advertising.
9. To access, upload, download, transmit or distribute pornographic, obscene, or sexually explicit language or material.

Cautions

1. Parents are cautioned to monitor their minor children's use of the Internet.
2. Patrons are cautioned to guard closely the security of personal information, credit card numbers, computer accounts, passwords, and other types of authorizations when using the Internet.
3. Users are cautioned to take steps to protect their systems from computer viruses and other destructive computer programs when downloading programs to flash drives for use on other computers.
4. Patrons should not store their data on any library computer. Electronic files left on any computer should not be considered confidential.
5. Cook Memorial Library is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with either the use of or the unavailability of the library's computers.

Patrons may print pages to the printer/copier for 15 cents per page. Payment may be made at the circulation desk. Printing in color costs 50 cents per page. A scanner is available for public use.

Use of the Internet stations is on a first-come, first-served basis. When there are people waiting for a computer, time limits will be set at 30 minutes per session so all patrons seeking access will have a timely opportunity to do so. Training and assistance with Internet use will be available as staff time and experience permit.