# Thomas Crane Public Library

# Computer and Internet Use Policy

## Policy Statement

The Thomas Crane Public Library provides public computer and Internet services in pursuit of its mission to satisfy curiosity, stimulate imagination and connect people of all ages to the online world.

The Library upholds the right of all its users to seek information and speak freely, regardless of format or technology, while also providing a comfortable and welcoming environment for all ages.

## Disclaimers

The Internet is a global electronic network of ideas, information, images and commentary that enhances resources already available at the Library. However, the Library cannot control the Internet and is not responsible for its content. Some sources provide information that is inaccurate, incomplete or dated, and some sources may be offensive, disturbing and/or illegal.

The Library will have no liability for direct, indirect or consequential damages related to the use of the Library's computer hardware, software, Internet connections, including loss of data, privacy invasions, or damage to users' own devices.  Those who use the Library's computers and/or Internet access do so at their own risk and assume full liability for their actions.

The Library employs filtering software on some Library computers but will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users.

Although the Library makes every effort to protect users' privacy, users must be aware that their privacy is not guaranteed while using Library computers.  The Internet is not a secure environment by its very nature, making personal information included in transactions, files and communications subject to potential unauthorized access by others.

The Library's computers are subject to access by law enforcement authorities acting through state or federal law.  The Library cooperates in the prosecution of violations arising out of use of its computers for illegal purposes and activities.

## Regulations

### Public Computer Use

1. In order to ensure equitable access for all users, daily time limits may be enforced for each user.
2. All computers except Main Library Lions Room computers are available on a first come, first served basis only and may not be reserved in advance.

3. Priority for use of Main Library Lions Room computers is given to people with disabilities and Library literacy tutors and students. Reservations may be made up to four weeks in advance.
4. Users must log in using their own library card number and PIN. Using someone else's login information, with or without their permission, is not allowed and may result in termination of computer privileges.
5. Users who owe more than $50.00 in fines or fees will not be allowed to access public computers.
6. Whether or not they are in use, computers designated for children up to age 12 are for the exclusive use of children and their accompanying caregivers, and computers designated for teens are for the exclusive use of young adults aged 13-18.
7. All computers will be turned off 15 minutes before the library closes. Users must be ready to end their computer session at that time.
8. Black-and-white or color printed copies may be made for a per-page fee.
9. All documents must be saved to the cloud or to a storage device belonging to the user.

*Internet Access for Portable Devices*
10. Wired Internet connections for portable devices, such as notebooks and handhelds, are available at the Main Library.  Connections are located in the study carrels in the first floor circulation area and in the study carrels and tables in the second floor reference area.
11. Wireless Internet service is available for portable devices at all locations. This service is not encrypted or password protected.
12. Users of the Library's wireless Internet access must have their own portable device with a standard wireless network capability that is compatible with the Library's wireless standard (802.11g/n/ac).
13. Wireless printing is available for portable devices using the Main Library's wireless Internet service. Other users wishing to print may transfer documents to a data storage device which can then be transported to a Library computer for printing. Black-and-white or color printed copies may be made for a per-page fee.

*Responsibilities of Library Staff and Users*
14. Library staff will not monitor a user's computer or Internet use, except to insure compliance with this Policy and its Regulations.  The user, or the parent or guardian of a minor, is responsible for his or her Internet session at all times.
15. Library staff will assist users with the Library's online resources, including the library catalog, online databases, and the Internet, and will also provide limited assistance in the use of Library-provided software.  Staff are not able to provide extensive tutoring in the use of any software or web-based service.
16. All users of Library computers or personal devices must use them in a quiet, responsible and courteous way; respect the privacy of other users; and follow all of the Library's policies, guidelines and procedures.
17. Users must refrain from viewing material that is inappropriate for a public area or that creates a hostile environment for other users or library staff, including pornographic or sexually explicit images.  Display of material that may be deemed obscene and/or unlawful under federal or state law is not permitted.

18. Headphones must be used when listening to audio content, and volume must be low enough so that others cannot hear it.
19. It is not acceptable to use the Library's Internet access for any purposes which violate federal or state laws, on either a Library computer or a personal device. Examples of unacceptable use in violation of this policy include, but are not limited to:
    - any attempt to add, modify or damage files or data on Library computers, damage computer equipment or degrade system performance
    - any attempt to gain unauthorized access to local or remote computers
    - destruction or damage to equipment, software or data belonging to the Library or to other users
    - compromising the privacy of individuals
    - use of computer accounts, access codes, or network identification numbers assigned to others
    - disclosing, using or disseminating personal identity information about minors
    - disruption or unauthorized monitoring of electronic communications
    - violating copyright law or software license agreements
    - transmitting threatening, harassing, obscene or defamatory materials or messages
    - transmitting libelous or slanderous materials or messages
    - transmitting chain mail, broadcast letters, or junk mail of any type
    - deliberately propagating computer worms and/or viruses
    - viewing obscenity or child pornography or, if a minor, viewing content defined as harmful to minors according to state or federal law

*Technology Protection Measures*
20. The Library's public computers are filtered in an effort to prevent only children aged 12 and under from accessing sexually explicit materials and materials harmful to minors.
21. Because filters are imperfect, some offensive and inappropriate materials will be accessible; filters limit but cannot eliminate exposure to potentially harmful or undesirable information. Filters may also block useful and non-objectionable material and impede legitimate research.
22. Children and their caregivers who do not find what they need are encouraged to ask a librarian for help. Unfiltered Internet access is available at all locations upon request.

*Suspension of User Privileges*
23. Library staff are authorized to terminate any user's session or revoke a user's computer privileges if a user fails to comply with this Policy or any other Library policy. Illegal acts involving Library resources may also be subject to prosecution by local, state or federal authorities.
24. A revocation of privileges may be reviewed upon written request to the Library Director.

*Adopted by Vote of the Library Board of Trustees, September 12, 2005*
*Amended April 14, 2008; Amended June 8, 2015; Amended June 13, 2016*