

**Stratford Public Library**  
**Public Access Computer Use and Internet Access Policy**

Revised and Approved by Board of Trustees, June 2015

## **Introduction**

The Stratford Public Library provides free public access computers in keeping with its mission to provide materials, services, and programs to meet the personal, educational and informational needs of community members of all ages. The public computers provide access to Microsoft Office applications, the Internet, personal Web-based e-mail messages (e.g., gmail, Yahoo), and to databases available through the New Hampshire State Library.

## **General Guidelines for Public Access Computers**

- Before patrons may use a library computer, they must sign in using their Stratford Public Library card number. Guest cards for tourists or other visitors are available at the discretion of the library staff on duty.
- Signing in implies the patron has read the policies and guidelines outlined in this document and agreed to obey all applicable federal, state, and local laws governing copyright, licensing and content restrictions. *The library reserves the right to terminate or restrict the user's library computer and/or Internet privileges for abuse of these conditions.*
- Computer access is provided during regular library hours only.
- Patrons may call in advance to reserve a computer for a 30-minute block of time. Reservations are not honored in cases of failure to arrive on time.
- Unreserved time, also limited to 30 minutes, is available on a walk-in basis.
- Patrons may continue to use a computer beyond 30 minutes as long as no one is waiting for access. Any time someone, *with or without a reservation*, is waiting for a computer to become available; patrons are expected to log off without delay when their 30-minute block ends.
- Library business use of the computer equipment takes precedence over patron use at all times.
- If there is a problem with any equipment or materials, the user must report it to library staff immediately. Users are responsible for the repair or replacement cost of any equipment or materials lost or damaged as a result of carelessness or failure to inform the staff of the malfunction. Malicious damage will result in suspension of library services and/or prosecution on criminal charges.
- Users must end their computer session 10 minutes before the library closes. Users must have all searching and printing completed before this time.
- Information cannot be saved to the hard drive of any library computer but can be downloaded to a personal USB "thumb drive" or CD.
- Users are not allowed to delete installed programs, alter default settings, or change the appearance of the desktop on Library computers. This includes, but is not limited to, changing the control panel, Internet preferences, software programs, connection protocols, and hardware settings. Users are not allowed to add programs or utilities or to introduce viruses and other malware intentionally.
- Users may print pages to a printer at a cost of ten cents per page if the printer is available for use.
- No food or drink is allowed near the computer stations.

## **Internet**

Stratford Public Library has no control over the information accessed and cannot be held responsible for the content, accuracy, or quality of the information retrieved on the Internet. Unlike other library resources, the Internet is not organized, catalogued or indexed.

The information available on the Internet includes much that is personally, professionally, and culturally enriching. On the other hand, it also provides access to information that may be offensive or disturbing to some individuals as well as access to information that may be factually incorrect or illegal.

The availability of Internet access is sometimes limited due to reasons beyond the control of the Library. Access to the Internet is not guaranteed by the Library at any time.

There is no guarantee of privacy while using the Internet. Images and information on your screen are visible to other patrons and staff. Furthermore, personal information sent over the Internet may be vulnerable to access by unauthorized individuals.

The library staff offers only limited assistance, guidance, and instruction on using the Internet as a research and information tool.

### **Children and the Internet**

Parents and/or guardians are expected to monitor and supervise their children's use of the Internet. As with other library materials, restriction of a minor's access to the Internet is the responsibility of the parent and/or guardian. Library staff will not act *in loco parentis*.

- A parent/guardian or *authorized* caregiver over age 18 must sign in any child under age 13 for Internet use and be present in the Library for the duration of that use. In the case of children under age 9, the parent/guardian or authorized caregiver must remain at the child's side during the computer/Internet session.

### **Wireless Internet**

- The library maintains a free wireless "Hot Spot" for personal devices.
- Library staff cannot provide technical assistance or guarantee a successful wireless connection.
- The Library is not responsible for hardware or software damage, or for loss or theft of unattended personal equipment.
- The wireless connection is not secure. Simultaneously connected computers can be visible to each other and therefore vulnerable to other users' viruses, malware, and hacks. Users are responsible for maintaining up-to-date antivirus software and firewalls. Personal information is vulnerable and thus the transmission of credit card numbers, passwords, and other sensitive information should be avoided.

### **Ethical Use**

All users are expected to use these resources in a responsible manner consistent with the educational and informational purposes for which they are provided.

- It is unacceptable to damage Library equipment, software, or data.
- It is unacceptable to use the computers and/or Internet in a manner that violates applicable U. S. or state laws. All copyright laws and licensing agreements pertaining to the software, files and other resources obtained via the Internet must be respected.
- It is unacceptable to disrupt or interfere with network users or services. Such interference or disruption includes, but is not limited to, distributing unsolicited advertising, harassment, libeling, or slandering of others, and the propagation of computer worms or viruses.
- It is unacceptable to send, receive, or display text or graphics that may reasonably be construed as obscene by community standards.

Violations of the library's public access computer policy or intentional misuse of the computers, software, or Internet access may result in a loss of computer privileges, the loss of library privileges, charges to repair or replace the damaged equipment and/or legal action.

**Stratford Public Library Computer Use Sign-in:**

I hereby agree that I will abide by the conditions of the Stratford Public Library Guidelines for Computer Use and Public Internet Access and certify that I have read and fully understand the guidelines.

	Date	Card Number	Computer #	Time-in	Time-out
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					