



# GRAFTON PUBLIC LIBRARY

## INTERNET USE POLICY AND PROCEDURE

### POLICY

To meet the informational, educational, cultural, and recreational needs of its diverse community, Grafton Public Library will develop resources and services including provision of access to electronic information, electronic databases and networks such as the Internet to supplement and sometimes replace traditional printed resources.

The Library does not select the material available on the Internet. The Library is not accountable for the accuracy, content, nature, or quality of information obtained through the Internet, nor does the Library endorse viewpoints presented on the Internet. As with other library materials, the responsibility for determining what is valuable or appropriate lies with the library patron or, in the case of minors, their parents or guardians.

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

Computers in the Children's Room are provided for the use of patrons under the age of 14 and their accompanying caregivers. Many sites are inappropriate for children, and therefore parents are encouraged to come to the library and use the Internet with their children. Ultimate responsibility for how children use the Internet is a matter for parents and their children to decide. Adults and teens unaccompanied by children are not permitted to use the computers in the Children's Room.

All Internet resources are provided equally to all patrons. The Internet Use Policy and Procedures applies to Library computers and users on the Library's wireless network. Users are advised to refrain from using these resources for illegal activities.

### PROCEDURES

- a) Users must sign in by first and last name at the circulation desk prior to using a library computer.
- b) Users may log into the Internet computers for up to 30 minutes. If no one is waiting, they may continue to use the computer for an additional 30 minutes, totaling 60 minutes, or one hour of use, per day.
- c) The Library will not tolerate use of its computers and network in a way that violates local, state, or federal law. You are responsible for complying with copyright law, licensing agreements and the policies of individual websites that you view. Using Grafton Public Library's computers or wireless network to copy and distribute copyright protected works may be an infringement of the copyright law (Title 17 U.S. Code), and is prohibited.
- d) Illegal activities or activities that interfere with or disrupt the network, users, services or equipment are prohibited and not protected by the library's privacy policy. 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 computers and the network. This includes confiscating any removable media, requiring a user to leave a computer or the premises, and contacting law enforcement authorities.
- e) Whether using Library computers or a personal laptop, patrons are expected to refrain from displaying graphics which are inappropriate for public viewing, or playing audio that could disturb other patrons or interfere with their right to use Library resources and services. Minors shall not access material "harmful to minors." Blatantly offensive visual or text-based materials constitute potential sources of sexual harassment to other patrons and to library staff and will not be tolerated.
- f) Users are advised to exercise caution in divulging personal information through direct electronic communications, as doing so can compromise personal safety and privacy. Unauthorized disclosure of personal information about a third party is prohibited. Credit card transactions are discouraged.

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- g) Internet access is available whenever the library is open until fifteen minutes before closing. Children's Room computers are not accessible during programs being held in the Children's Room.
- h) Printing is available at \$.10/page for black and white printing, \$.25/page for color; please see a staff member for assistance with print preview to determine the cost of your printouts.
- i) Users may plug any appropriate device into the front ports on our computers or printers, but may not remove anything from the back of the computers.
- j) Headphones (supplied by patron) are required when listening to audio content. Volume must be kept low so as not disturb others.
- k) Congregating around computer users creates obstruction of space and a distraction, and is prohibited.
- l) Users must cooperate with librarians as requested to insure equitable computer use and a safe computing environment. Failure to do so may result in loss of computer privileges. **The Grafton Library reserves the right to ask anyone to log off for any use we deem inappropriate.**

If the computer you are using powers off for any reason, information from your session may be deleted. We encourage you to use a removable storage device, like a thumb drive, or a cloud computing option, like Google Drive or Dropbox, to store your data regularly while working in Microsoft Office and other applications.

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.

Library staff will intercede when this policy is violated and violators will be asked to leave. Violation of this policy may result in discipline including, but not limited to, loss of access to the computers and, in appropriate cases, exclusion from the library. When and where applicable, law enforcement agencies may be involved.

Adopted:

Reviewed: February 7, 2013

Approved: March 1, 2013