

## Mendon Public Library Computer Use and Safety Policies

*The Mendon Public Library is committed to ensuring access to information through technology. Access to digital information supports continuous lifelong learning. The Mendon Public Library offers public access to the Internet as a gateway to ideas, information, and commentary from around the world. However, acknowledging that misuse of the Internet may result when the Library provides this service, the Mendon Public Library Board of Trustees has adopted the following policies to help provide a safe, secure environment for its patrons.*

### Section I – Library Policies

- The Mendon Public Library upholds and affirms the right of every individual to have access to constitutionally protected material on the Internet.
- Because the Internet provides easy access to a diverse array of resources and it is an unregulated medium, the Library does not endorse the viewpoints, nor can it vouch for the accuracy, authority, timeliness, or usefulness of the information found on it. The Library is not liable nor does it take responsibility for any information found on the Internet.
- There are many potentially valuable sources of information that are located throughout the Internet. Some resources and destinations contain material that some patrons may find offensive or sites that are inappropriate for children. Also, there are sites that are inappropriate for viewing in a public setting, such as in the Library.
- Library staff members will answer questions and, as time allows, help users locate and use resources on the Internet. The library periodically offers computer training.
- Mendon Public Library users are advised that the Mendon Public Library cannot be held responsible for what patrons, including minors, may access via the Library's computers or while using the Wi-Fi connection with personal devices.
  - The Mendon Public Library Board will comply with the Neighborhood Children's Internet Protections Act (N-CIPA) to the extent practical by blocking access to visual images that are defined by law as "obscene," "child pornography," or "harmful to minors"<sup>1</sup>
- The Library is not responsible for financial obligations of an unauthorized purchase through any online connection. All transactions, files, and communications may be subject to unauthorized access by third parties.
- The Library will not be held responsible for the privacy and protection of personal information given over the Internet.
- Prohibited usage of Library computers and personal equipment while on Library property includes (but is not limited to):
  - Unauthorized access, including "hacking" and other unlawful activities.
  - Unauthorized disclosure, use and dissemination of personal identification information regarding minors.
  - Accessing illegal visual images defined as "obscene," "child pornography," or "harmful to minors."
  - Committing fraud, and/or spreading libel or slander.

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<sup>1</sup> Filtering, if in use, will apply to all Mendon Public Library computers that access the Internet and will be limited to visual depictions of materials defined as Obscene {Section 1040, Title 18 United States Code}, Child Pornography {Section 2256, Title 18, United States Code} and Harmful to Minors.

Harmful to Minors means any picture, image, graphic image or file or other visual depictions as defined by CIPA code.

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- Copyright infringement or plagiarism.
  - Installing, deleting, modifying, or making any attempt to damage library hardware, software, or attached equipment.
  - Downloading executable files to any library device is not permitted.
  - Making any attempt to cause degradation of system performance.
  - Connecting personal devices to the library wired network.
- If the Internet is used illegally, police will be called, and Library staff will cooperate fully with police and legal officials.
  - To provide the opportunity for the maximum number of people to access Library workstations, the Library shall reserve the right to establish daily time limits for computer usage.
  - The Library does not guarantee that a wireless connection can be made or maintained.

### **Section II- Responsibilities of Patrons**

- Library patrons may use the Library computers for as long as it is required to complete their research. However, the Library staff reserves the right to limit computer time if others are waiting.
- The computer usage at the Mendon Public Library is primarily for information retrieval. Social media sites may only be accessed if there is one free terminal available for patrons to access information. If all terminals are in use, direct electronic communication may not be permitted.
- Patrons are expected to pay for all prints generated from their access time on the computer.
- Users may work together at a single workstation if they do not crowd others or become disruptive.
- If using sound, use headphones so as not to disturb others.
- Wireless users are responsible for configuring the wireless equipment connecting to the wireless network. Library staff cannot provide hardware or software support.
- Patrons may not unplug library equipment to gain access to electrical outlets. Hazardous situations will be addressed, and appropriate action will be taken as determined by library staff.
- Patron passwords and other private information should be safeguarded always. It is the patron's responsibility to log off to a point that requires a new log-on. Passwords should not be shared with anyone.
- Patrons must use their own pre-formatted storage devices to download files. The Library is not responsible for storage devices or for the correct downloading of files. Library equipment may not be modified to accommodate personal storage devices.
- The Library's wireless network is not secure. Information sent from or to your wireless device can be captured by anyone else with a wireless device and the appropriate software.
- Procedures for the disabling or modifying of any filtering in use shall be the responsibility of the librarian or designated representatives.

### **Section III – Supervision and Monitoring**

- The Mendon Public Library affirms the right and responsibility of parents/legal guardians to monitor their minor children's use of Library materials and resources, including Internet access through the Library-owned computers or through Wi-Fi access. Parents are encouraged to take an active role in their children's use of the Internet and to talk about their personal values and expectations for their children's use of this resource.
- Parents have responsibility for monitoring their children's activity in the Library building including Internet usage.

- Staff will supervise usage of computers in the Library.
- If a questionable incident occurs, patrons are asked to calmly and immediately report it to a staff member.

This Internet Safety Policy was adopted by the Board of Mendon Public Library Trustees at a public meeting, following normal public notice, on March 4, 2003.

Use of the Library's Internet access, both wired and wireless, indicates agreement with the Mendon Public Library's Computer Use and Safety Policies. These policies comply with the requirements of N-CIPA and may be repealed, revised, or amended by majority vote at a regular meeting of the Library Board of Trustees. Your continued use of the Library's computers and network resources will constitute your acceptance of such changes. The Library also reserves the right to terminate a patron's use if that individual is in violation of this policy.