

Barrington Public Library

Policy for Access to Electronic Information, Services, and Networks

A copy of this policy will always be posted in the computer area for fast access:

Please read the following Acceptable Use Policy ...By Accessing the Internet You Are Agreeing to the Rules of This Acceptable Use Policy. Please read carefully!

Acceptable Use/Conduct Guidelines

- Access is provided primarily for research, informational needs, and communication. Public computer access is limited to **one person at a time** with the exception of a **parent, legal guardian, or aide accompanying a patron**
- **Users MAY NOT use public computers** for illegal purposes or **the harassment of others**, including but not limited to those sites that are obscene or harmful to minors.
- Patrons may not use personal computing devices on library premises for illegal behavior or the viewing of materials deemed obscene or harmful to minors.
- If an Internet usage results in disruption of the library, or the behavior of the patron using the public computer becomes disruptive, they will be asked to end the session.
- Users should be aware that our software will delete all items downloaded or saved to the public access computers at the end of the session. Should you wish to save an item or downloaded program you will need to bring in your own removable media.
- **All Users, regardless of age, are responsible for their own Internet viewing choices;** Library staff may remotely view screens of patrons should there be a complaint by other patrons about inappropriate sites being viewed, or, staff witness inappropriate behavior as outlined above. The administrator may choose to remotely end the session should the site be in violation of this library use policy.
- The library does not bookmark, create favorites lists, or install programs upon patron request on the public terminals).
- Food and drink are prohibited in the computer area.
- Software will be used to maintain equality in use among library patrons by setting 90-minute time limits for each user.

I certify that I have read the above Acceptable Use/Internet Access Policy, and that I agree to abide by all of the rules contained within this policy.

Wireless Access/Disclaimer

- The library offers wireless access; this hotspot enables the library customer to bring their own wireless device and use the free internet connection provided.
- Headphones required if you will be using audio files.
- Wireless access will be turned on 24-hours a day. If the hotspot signal reaches the exterior of the library (no guarantee), patrons may use the connection during non-library hours. No password will be needed.

- The wireless access point will be centrally located. Dead spots may occur; users may move to another location should this happen.
- Wireless access will not be encrypted and will remain unsecure, meaning no password is necessary, to allow for open access to all our patrons. The library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the library's network.
- Staff is available to offer assistance with connecting to the wireless service on a limited basis due to staffing constraints. No guarantee can be provided that you will be able to make a wireless connection. Hardwired computers are available for your use should you not be able to connect via wireless.
- The wireless access we offer is unfiltered. By using this free service, you agree to abide by the library Acceptable Use Policy in whole.

General Policy

The Barrington Public Library provides access to a broad range of information resources including those available on the Internet. The Library is pleased to make this service available as part of our mission to provide free and open access to information, educational and cultural resources for Library users of all ages and backgrounds.

However, the Library cannot control the information available over the Internet and is not responsible for its content. Not all sites on the Internet provide accurate, complete, or current information, and access points often change rapidly and unpredictably.

Furthermore, some sources may be offensive, disturbing and/or illegal. Library users access information at their own discretion, and they are responsible for the access points they reach.

The Library upholds the right of each individual to have access to constitutionally protected materials. The Library affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources. As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian. Parents are encouraged to discuss the use of Internet with their children in relation to family values and boundaries, and to monitor their children's use.

The Barrington Public Library strives to balance the rights of the user to access information with the rights of other users in the Library. While the Library computer terminals do have some degree of privacy they are located in a relatively public space that is shared by patrons of all ages and backgrounds. Internet users are asked to consider this and to respect the sensitivities of others. There are information sources on the Internet that may not be suitable for viewing in a public setting. There are times when viewing otherwise legal materials may be inappropriate or when the behavior of those using the Internet may be inappropriate. Should the materials being viewed be protected, yet could cause issues with other patrons, the researcher may be moved to a more private computer station so all parties may utilize resources in comfort. The library staff reserves the right to address use of the Internet for illegal purposes, harassment of others, or the viewing of sites deemed obscene or harmful to minors, or inappropriate behavior, by requiring a patron to terminate the session. If any patron disregards the Library's Internet Use Policy, and is repeatedly required to terminate the session, that patron's right to use the Internet at the Library may be revoked by the Library Board of Trustees. Patrons whose privileges have been revoked may appeal the decision, in writing, to the board within 30 days.

At the same time, Library users are asked to respect the privacy of those using the Internet terminals. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. The Barrington Public Library, however, will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

General Rules

- Access to public terminals will be made available after the patron reads the policy and agrees to it by hitting the "Accept" button on the main login screen. **Parents should be aware that by giving their children permission to have a library card, they are also giving permission for that child to have access to all Library materials, including the Internet.**

- Users who abuse services or equipment, or access materials that fall outside of the Acceptable Use Policy will find their usage terminated by a member of the Library Staff. Users will be held responsible for any damage to equipment caused by misuse. Malicious damage to equipment will result in suspension of library privileges and/or prosecution of criminal charges. **202-A:24 Offenses Against Libraries.** – Any person who shall willfully or maliciously deface, damage or destroy any property belonging to or in the care of any gallery or museum or any state, public, school, college, or other institutional library, shall be guilty of a misdemeanor. Any such person shall forfeit to or for the use of such library, gallery, or museum, 3 times the amount of the damage sustained, to be recovered in an action in the superior court.
- The Computer is provided for patron access to the Internet and Library provided programs. **It may not be used with user-provided software.**
- The user agrees 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 privileges for abuse of these conditions.**
- The library upholds the ALA document "Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights." A copy of which can be found online at the ALA website. We also uphold the "Library Bill of Rights" and the ALA policy on minor's access to library resources.
- These guidelines may be changed at any time. A current copy of this policy will always be available at the circulation desk. It is the user's responsibility to know the latest policy.

Access/Reservations

- Public Computers are available for use only during scheduled library operating hours. All terminals will be turned off 15 minutes prior to closing time.
- Computer time will be on a first come first served basis. Users must have a valid session code (obtained from the circulation desk) to unlock a public computer.

Downloading & Printing

- **No materials may be downloaded to the hard drive.**
- There is a \$0.15 per page fee for material printed single-sided via the computer in black and white, \$0.50 for single-sided color prints.
- Users can process print jobs directly from the public computer through Princh. Payments for print jobs can be processed directly at the public computer or the user's personal device (phone, tablet) at which time the user will receive a code to release their print job. Payments are also accepted at the circulation desk which will require a staff member to release your print job.

Internet

- Access to email may only be done via website providers, there is no email software installed on the library's public access computers.
- Users are financially responsible for all commerce/shopping done online using public computers.
- The Internet connection is provided for User access. The Library staff is NOT available to perform extensive Internet reference searches, fill out forms for patrons, or do extensive file manipulation/creation. Half hour technology appointments may be made in advance for those requiring such extended assistance.
- As a courtesy, visitors to Barrington will be allowed Internet Access.
- Patrons are required to log off the computer screen when they have finished their session. Logging off the computer will erase all data and history from your session.