

XVI. COMPUTER AND INTERNET USAGE POLICY AND PROCEDURES

Computers in the Edward Chipman Library provide access to:

1. The collections of the local library and libraries in the region and across the state.
2. The wealth of information resources available via the internet.
3. General and specialized subscription databases.
4. Web-based email.

A. Internet Resources

Internet resources enhance and supplement resources that are available locally within a library. Library users must be aware that this library reserves the right to exercise control over information obtained via the internet and must keep in mind the following points when evaluating information obtained via the internet:

1. Information obtained via the internet may or may not be reliable and may or may not be obtained from a reliable source.
2. Information obtained via the internet may or may not be current and up to date.
3. Some library users may consider certain information obtained via the internet controversial.
4. The library is not responsible for damages, indirect or direct, arising from a library user's use of Internet information resources.

B. Assistance and Instruction

The Edward Chipman Library Staff may provide limited assistance to patrons in the use of the computer programs and websites, only as time and staff knowledge permits.

C. Use of Computers and Networks

The Edward Chipman Library requires that library patrons using the internet do so within the guidelines of acceptable use. The Library reserves the right to limit, to refuse, and/or ban any patron from using library equipment and computers. The following activities will be enforced:

1. Use of the library computer is regulated to up to one(1) hour, for one session, per person, per day. There are no exceptions!
2. Use of computers or networks for any purpose which results in harassment of other users.
3. Destruction of, damage to, or unauthorized alteration of the of the computer equipment, software or network security procedures.
4. Use of electronic information networks in any way which violates a Federal or State law.
5. Use of electronic information networks in any way which violates licensing and payment agreements between library and network/database providers.
6. Unauthorized duplication of copy-protected software or violation of software license agreement.
7. The use of the Internet work stations for commercial purposes is not allowed. Use of the Internet for political lobbying or any illegal activities is prohibited.
8. Games are considered a low priority. In the event no computer is available for new patron, the game player will be asked to relinquish the use of the computer.
9. Users may only use the library hardware. Tampering with the Hardware is not allowed. Attempting to change/adjust computer settings or downloading software or programs without authorization is not allowed. Users may not hook up, install, or use their own hardware (CD-ROM drives, laptops, modems, printers, hard-disks, or other computers) with any existing hardware.
10. Behaving in a manner that is disruptive to other users or inappropriate in a public setting.

D. Use of Computer

1. A valid library card, in good standing, from any RAILS is generally required to use a computer.
2. Youth under the age of 10 must be accompanied by a parent/guardian while using the library computers.
3. All youth under the age of 18 must have permission form signed by a parent/guardian on file to use a computer on their own.
4. Patrons are responsible for having their card with them in order to use the computer.
5. No one is allowed to use any card other than their own.
6. There is a limit of one person per computer at a time. Limited exception- two persons working on a joint project. It is up to one hour per day for this use.
7. A fee of \$1.00 per session will be charged for users without a valid library card from RAILS. A sign in sheet; the desk clerk prints the user name and the user signs the sheet, will be done before collection of \$1.00 for up to one hour, per person, per day for computer use. A copy of photo ID will be printed.
8. No personal software may be used on library computers without staff permission.
9. Patrons are responsible for saving their work to an external device prior to the end of their session. The library is not responsible for loss of data.
10. All sessions end ten minutes prior to closing.
11. Printing charges are \$.20 per page, one side equals one page. Only black and white printing is available. If you print it, you pay for it regardless of quantity or error. Check Print Preview printing before printing to prevent printing unwanted pages or limited information on last page of work. Not having enough money to pay for printing or not wanting pages printed is not an acceptable reason for non-payment and can result in suspension. It will be recorded on file on the desk computer.