

# **Leominster Public Library**

## **Computer and Internet Use Policy**

### **Rationale:**

This policy is to inform patrons of the rules and regulations for the public use of computers, Wi-Fi, and Internet at the Leominster Public Library.

### **Computer and Internet Use Policy Statement:**

While the Leominster Public Library is sensitive to the concerns of customers about Internet content, the Library cannot control the information available on the Internet. Not all information found on the Internet is accurate, complete, up-to-date, legal, or philosophically acceptable to all individuals. The Library does not monitor an individual's use of the Internet, nor does the Library employ filtering software. Each individual is responsible for his or her own appropriate use of the Internet in a public place. The Library reserves the right to inform law enforcement about illegal activities taking place in the Library.

### **Computer and Internet Use Policy:**

The Leominster Public Library makes the Internet accessible to all users. Library Staff helps users navigate, identify, and access resources on the Internet. The Leominster Public Library does not monitor or control the content of the material accessed through the Internet and therefore cannot be held responsible for its contents.

Consistent with the Library's mission, the Library affirms the principles delineated in the American Library Association Library *Bill of Rights*; Free Access to Libraries for Minors; and Access to Electronic Information, Services and Networks: an interpretation of the Library *Bill of Rights*, of which the following are of particular importance:

- Every individual is entitled to access material on the Internet unless material is determined to be inappropriate or illegal. This extends to minors as well as adults.
- Electronic information, services, and networks provided directly or indirectly by the Library should be equitably accessible to all library users.
- Libraries and librarians should not deny or limit access to electronic information because of personal beliefs or fear of confrontation.
- Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection.
- The provision of access does not imply sponsorship or endorsement.
- The Library is not liable for damage, loss of property, or theft of user's equipment or devices.
- Wireless Internet access within the Library is not secure. Use of the Internet is at the user's own risk.

## **Confidentiality and Privacy**

The Leominster Public Library recognizes the protection of personal privacy. The Leominster Public Library will keep confidential all such information that it purposefully or inadvertently collects or maintains to the fullest extent permitted by federal state and local law. It is the Leominster Public Library's usual practice to erase all customer use records, except those essential for library business operations. The Library will release records, including those relating to Internet usage, as required by law or as deemed necessary by the Director of the Library or Board of Trustees.

## **User Responsibility**

Users accessing the Internet acknowledge that the Library's computer terminals are located in public areas which are shared with library users and staff of all ages, backgrounds, and sensibilities. Individuals are expected to consider this diversity and respect of others when accessing potentially offensive information or images. It is up to the discretion of Library personnel, using this policy as a guideline, to determine if the information or images are offensive to other patrons.

In order to insure a positive library experience for everyone the Library requires that:

- Computers are used only for lawful purposes.
- Users observe the established computer time limits.
- Only software installed by the library is used.
- Users may not use library cards belonging to others to log on to, or to reserve Internet computers.
- Users should refrain from accessing visuals that might be disruptive to others.
- Wireless users have the responsibility to provide anti-virus protection on their personal equipment. Wireless users assume all risks in this regard.

Violations may result in loss of access.

## **Guidelines for Guardians of Minors**

As with other library materials, a child's use of the Internet is the right and responsibility of that child's legal guardian. Guardians concerned about their children's use of electronic resources are ultimately responsible for setting standards and establishing guidelines. The Leominster Public Library does not intrude on that relationship, except when mandated by law.