

COMPUTER USE

TFML Policy No. 4

The Thomas Ford Memorial Library offers access to public computers and the Internet for use in a manner consistent with the mission of the Library. Procedures developed by the Library Director and approved by the TFML Board of Trustees to implement this policy are attached.

4.1 **Eligibility and Liability**

4.11 Eligibility

The use of computers and access to the Internet are available on a first-come, first-served basis. Computers require a library card to log in; guest passes are available to visitors without library cards.

4.12 Youth Access to Internet

Internet computers in the Library are not filtered. The Thomas Ford Memorial Library values and respects the role that parents play in monitoring and supervising their children's use of computers. Children ages 8 and under are subject to the Library's **Safe Child Policy** and are not permitted to use the Internet without their parent or legal guardian present during the entire computer session. Parents or guardians may withdraw access to the internet for their children under the age of 16 by requesting a Computer Use Block on the minor's library card.

4.13 Liability

Computer Users are responsible for any damage resulting from misuse of the computer. Any computer problems or malfunctions must be reported to the Library Staff immediately. The Library is not liable for damage or loss of data on devices or files belonging to the Computer User.

The Library provides wireless access to users who supply their own equipment. There is no guarantee of privacy for any communications sent or received utilizing the Library's wireless access connections.

The Library does not monitor sites for content accuracy, has no control over the information accessed through the Internet and accepts no responsibility for its content. All Library computers are connected to the Internet. The Library does not use filtering software on any of its computers. Computer Users are encouraged to make use of our trained staff if they are seeking accurate, factual information.

4.2 **Conduct and Access**

4.21 Conduct

Computer Users agree to comply with the Patron Behavior Policy, the Internet Use Agreement, and all local, municipal and federal laws including those that govern the duplication of copyrighted programs or content.

4.22 Violations

Violations of these policies will result in disciplinary action as described in the Patron Behavior Policy and may include but are not limited to suspension or termination of computer use. To aid in determining violations, the Library may review Internet access logs and other data related to computer usage. The Library Director will inform the Library Board of Trustees of any violation of this policy that results in suspension or termination of computer/Internet privileges and the length of the time period for which computer/Internet privileges have been lost.

4.23 Policy Violations by Youth

During a suspension period, youth whose school studies require computer use may discuss their needs and make arrangements with the Library Director for such access. Permission may be granted at the discretion of the Director. If temporary access is granted, a parent or guardian must be with the youth the entire time he or she is using the computer.

4.24 Library Staff Assistance

The Library Staff role in regard to assistance to Computer Users will be one of guidance. Members of the Library Staff will provide a brief orientation to the basic use of the computer equipment as time allows. Computer Users may use our Book A Librarian service to reserve thirty minutes of one-on-one instruction time as staffing allows.

Attachments: Thomas Ford Memorial Library Internet Use Policy

Thomas Ford Memorial Library Internet Use Policy

The Internet User

The user must have a valid, current library card. Users must accept the IUA (Internet User Agreement) when logging on to a computer. Accepting the IUA indicates that a user is familiar with Library regulations governing the use of the Internet, agrees to abide by these regulations, and understands that failure to do so will result in the loss of computer / Internet privileges.

Use of the Internet

All use is on a first come, first served basis. Users must request access and sign in. Use will be limited to 1/2 hour if other users are waiting. Charges may apply for printed material.

Cautions

Use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of this privilege. Examples of inappropriate use include, but are not limited to the following:

- Tampering with computer hardware or software.
- Violating software license agreements and copyright law
- Using computers to access material that is obscene or that contains child pornography
- Using computers to:
 - send unsolicited mass email (“spamming”)
 - attempt to break into or gain access to or control of other computers (“hacking”); or
 - attempt to harass individuals or organizations
- Downloading or installing software on computers
- Using the computers for any illegal activity
- Using a library card belonging to another person to access the computers

Illegal acts involving computing resources may also be subject to prosecution by local, state or federal authorities. The Library does not use filtering software nor does it accept responsibility for the content, quality, validity or currency of any information found on the Internet.

The Library Staff will assist with Internet use as time permits. Thomas Ford Memorial Library reserves the right of ownership of all hardware and software and any files found on computer equipment owned by the Library.

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