Acceptable Use Policy For Internet and Public Computer Use - DRAFT

Overview

The Thomas Memorial Library strives to provide free and equal access to information to all patrons by adhering to the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement as adopted and supported by the American Library Association.

All electronic resources users should be aware that the inappropriate use of electronic information can violate Local, State and Federal laws and can lead to prosecution by those jurisdictions. Unacceptable use of the Library's computers and Internet access resources will result in revocation of use privileges and the user will be held responsible for his or her inappropriate use. The Library Director shall have final authority to decide whether a patron's privileges will be denied.

Services Provided

Public access computers are available to all patrons for cultural, educational, informational, and recreational purposes in accordance with the Library's mission.

The Internet is an unregulated medium, unlike other Library sources that are chosen, organized, and catalogued. The information available on the Internet can be enriching and educational; however, some of it may be offensive to some people. The Library makes no guarantee, neither expressed nor implied, with respect to the quality or content of the information available on the Internet.

Children's Internet Protection Act

As required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults.

To the extent practical, steps shall be taken to promote the safety and security of users of the Thomas Memorial Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful

activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

It shall be the responsibility of all members of the Thomas Memorial Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Responsibilities

- All Internet resources available through the Library are provided equally to all users. Therefore, parents and guardians must assume responsibility for their minor children's use of the Internet through the Library's connection.
- The Library's publicly available computers are configured to restrict altering the settings. Patrons may not alter any of the configurations of the computers in any way. Downloading, installing and altering software other than what is already installed is prohibited and will be considered an unauthorized use. Exceptions for educational purposes may be made at the director's discretion.
- The patron and/or patron's parent/guardian shall be responsible for compensating the Thomas Memorial Library / Town of Cape Elizabeth for any losses, costs, or damages incurred. TML assumes no responsibility for unauthorized charges, costs, or illegal use of the Library's or patron's electronic equipment.
- Library computers are located in the public areas of the Library. In using Library computers, including email and stored files, patrons should have no expectations of privacy. Patrons are asked to be mindful of their neighbors while using Library internet resources.
- Patrons may access personal website-based email accounts (Gmail, Yahoo, etc.) but may not configure email client software (MS Outlook, etc.) for their own personal use. The Library does not filter or restrict email content in any way.
  Parents/guardians of minors are urged to supervise the minor's use of such email accounts.
- Patrons will not use the Library's computers or wireless Internet connections for unauthorized, unethical or illegal purposes including but not limited to:
  Creating or distributing a computer virus;
  Using the computers to gain unauthorized access to other computer systems (e.g. hacking);
  Using impolite or abusive language; and/or
  Accessing material that is obscene, pornographic or deemed harmful to minors, as defined by law.

In accordance the Maine State statute regarding confidentiality of patron information (27 M.R.S.A. § Section 121) and the Thomas Memorial Library Privacy policy, the Library will not disclose any information, including the use of electronic resources, about any of its patrons, adult or minor, except by the express written permission of the patron involved or as otherwise ordered or directed by a court of competent jurisdiction.

Procedures

- Before using KFL computers, patrons must sign-in at the Circulation desks. This information is used for tally statistics only and will be shredded once tabulated.
- Computers are available on a first-come first-served basis. Each user is permitted one hour of computer time per day. The allotted time may be extended at staff discretion. Users who have reached the one- hour limit may be asked to surrender their computers during times of high demand.
- Patrons may not permanently download programs or files to the computer hard drives. Files may be downloaded to facilitate printing.
- Personal headphones may be used at the computers at a volume that does not disturb other patrons. Headphones are available to borrow at the circulation desks.
- Black and white printing is available at $.15 per sheet.
- Library staff are available to provided limited assistance on the public computers as time allows. However, due to the vastness and complexities of the digital environment, Library staff may not be able to assist with or answer all questions or issues a patron may have.

Wireless Access

Wireless access is provided as a service to TML patrons for personal devices.
- Access points are unsecured.
- Library staff are not responsible for troubleshooting problems related to a specific device nor can the Library guarantee that a device will work with the Library's network.
- TML is not liable for the consequences of wireless network use in any way.
- Wireless users should not leave their devices unattended. The Library is not responsible in case of damage to or theft of personal devices.