

Acceptable Use Policy For Internet and Public Computer Use - DRAFT

Overview

The Thomas Memorial Library (TML) 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 TML's computers and Internet access resources will result in revocation of use privileges and the patron will be held responsible for 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 use in compliance with the usage guidelines in this policy.

The Internet is an unregulated medium, unlike other library resources 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. TML makes no guarantee, neither expressed nor implied, with respect to the quality or content of the information available on the Internet.

Usage Guidelines

- Before using TML computers, patrons must sign-in at the Circulation desks.
- 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 solely at staff discretion.
- All Internet resources available through TML are provided equally to all users. Therefore, parents and guardians shall assume responsibility for their minor children's use of the Internet through TML's connection.

- TML'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. Files may be downloaded to aid in printing.
- Black and white printing is available at \$0.15 per sheet single sided printed / \$0.25 per sheet double sided printed.
- The patron and/or patron's guardian shall be responsible for compensating TML / 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.
- TML computers are located in the public areas of the library. In using TML computers, including email and stored files, patrons should have no expectations of privacy. Patrons are asked to be mindful of their neighbors while using TML internet resources.
- Patrons may access personal website-based email accounts (for example: Gmail, Yahoo, MSN, etc.) but may not configure email client software (for example: MS Outlook, etc.) for their own personal use. TML does not filter or restrict email content in any way.
- Patrons will not use TML's computers or wireless Internet connections for any 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, abusive language, or harrassing; and/or
 - Accessing material that is obscene, pornographic or deemed harmful to minors, as defined by law.

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.

Related Policies

Please refer to the Internet Safety Policy for information on the Children's Internet Protection Act (CIPA) and filtering of the TML internet connection.

Please refer to the Privacy Policy for information on steps TML takes to protect the privacy of your library data and usage.