

## **BRADFORD MEMORIAL LIBRARY**

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

***Welcome to Bradford Memorial Library. In order to insure fair access to all, we ask that you agree and abide by the following Internet and computer use policy.***

#### **Internet Use Statement**

The library does not monitor and has no control over the accuracy of information accessed or acquired from the Internet nor can it be held responsible for its content or for any damages arising from its providing access to the Internet.

Illegal acts involving library resources may be subject to prosecution by local, state, or federal officials. Users must use computer resources for legal purposes only. Unacceptable purposes include, but are not limited to, the following:

- Destruction or damage to equipment, software or data belonging to the library.
- Displaying, viewing, and/or printing materials legally defined as pornography and/or obscene.
- Harassing, libeling or slandering other users.
- Transmission of threatening, rude or obscene material.

***Parents may find that some information on the Internet is unsuitable for their children.***

Parents or guardians, not the library staff, are responsible for the Internet information accessed by their children. The library affirms the right and responsibility of parents to determine and monitor their children's use of library materials. The library adheres to the Neighborhood Children's Internet Protection Act (NCIPA).

#### **Terms of Internet and Computer Use**

- New users must register by reading and signing the library's Internet Use Agreement and showing current valid ID.
- Parents of children under 18 years of age must also sign this agreement.
- Youth 13 years of age and under must have a registered parent or guardian seated with them while using the Internet.
- The computers in the Children's Department are restricted to use by children 13 years of age and under with their parents or guardians. Adults with children may use the Children's computers but children have first priority.
- Users are expected to check in with library staff before accessing the computers and close all applications at the end of their session.
  - Library staff will assist users in accessing the Internet. Staff will not provide in-depth computer training.

- Users may reserve computer time 24 hours prior to use.
- Users may have access to the Internet for one-half hour.
- If there is no one waiting to use the computer, the present user may continue to use the workstation for an additional 30 minutes. After 1 hour's use, they may reserve computer time again *after* an interval of 6 hours.
- Users may have access to word processing for one hour. Users must inform library staff at the time of sign up that the word processing software will be used.
- Users may not download materials onto the public access computer's hard drive. Users may download material onto diskette. ***Bradford Memorial Library is not responsible for damage to any user's disk or any loss of data, damage, or liability that may occur from patron use of the library's computers.***

***All users must abide by the Bradford Memorial Library Internet and Computer Use Policy. Library employees are authorized to revoke a user's Internet and/or computer privileges for failing to use the computer stations responsibly, as set out in this policy.***

Adopted 2/17/03; Revised 6/16/03