

## **NEWTON PUBLIC LIBRARY Electronic Services Policies**

Computer use has become an integral part of Newton Public Library activities and information resources. The following policy governs the use of microcomputers at Newton Public Library.

- User must sign up to use computers at the appropriate desk and must follow stated policy and procedure for each computer.
  - Use of Internet and email computer stations is open to all registered Library patrons and visitors in good standing (see: Illegal and Prohibited Acts, Denial Or Restriction Of Library Use). Users must sign up at the Check Out Desk presenting a Newton Public Library card or acceptable photo identification which will be held for the duration of the Internet or email session. Parents and legal guardians may restrict minors from access to Internet resources available through the Library (See Appendices: Internet Access Restriction Form). Visitors under the age of eighteen who are not registered borrowers may register to use email stations only with a parent or legal guardian who has presented a Newton Public Library card or acceptable photo identification.
  - Register for public use reference computers at each computer station.
  - Register for public use CD computers at Children's Services Check Out Desk.
- User may reserve computer time 24 hours prior to use.
  - User may reserve up to a one hour block of time in a 24 hour period.
  - User may use the computer in 15 minute increments until time the computer was previously reserved if the computer is available without making a reservation.
- Parents and guardians of minor children are responsible for their children's use of Library computers. Parents and guardians are expected to monitor and supervise their children's access to the computer resources in the Library.
- Users may not download materials onto the computer's hard drive. Users may download material onto a diskette, when appropriate. The diskette must be purchased from the Library. There will be a \$1 charge for each diskette used. Due to chances of a virus, users may not bring in their own diskettes.
- Users may not use their personal software on Library computers.
- Library scheduled use of the equipment takes precedence over individual use at all times.

### **ILLEGAL AND PROHIBITED ACTS**

Illegal acts involving Library resources may be subject to prosecution by local, state, or federal officials.

User must show resources are being used in accordance with ethical standards of the Library, which prohibit:

- Violation of computer security
- Unauthorized use of computer accounts or access codes
- Use of computer which impedes activities of others
- Violation of software license agreements
- Violation of user privacy.

User 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.
- Unauthorized monitoring (or disruption of) electronic communications.
- Unauthorized use or destruction of data of other users.
- Unauthorized copying of copyright-protected material.
- Harassing, libeling, or slandering other users.
- Unauthorized disclosure, use, and dissemination of personal identification information regarding persons of all ages.
- Transmission of threatening, rude or obscene material.

## INTERNET ACCESS FOR MINORS

As with all Library materials, parents, legal guardians and caregivers, not Newton Public Library, are responsible for their minor's use of the Internet. The organization of the Internet makes it impossible for Library staff to control content selected by minors or adults. Parents are expected to monitor and supervise their minor's use of the Internet through the Library. Parents and minors are encouraged to read CHILD SAFETY ON THE INFORMATION HIGHWAY including the section MY RULES FOR ON-LINE SAFETY, reprinted and distributed with permission of the National Center for Missing and Exploited Children, which is available on-line and in print form through the Library. Parents and legal guardians may restrict their minor from access to the Internet resource available through the Library (see Appendices: Internet Access Restriction Form, Internet Access Procedure, Internet Disclaimer on Internet Workstation, Statement on Internet Sign Up Sheet).

## INTERNET CONTENTS

Library staff cannot control the availability of information links which often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information. The Library's book, periodical, databases, etc., provide resources that have been selected in accordance with the Materials Selection Policy and consequently are often more authoritative and credible than some Internet content.

## EMAIL ACCESS

The Library does allow Library patrons and visitors access to email through free web based email services for a maximum of 15 minutes per day on designated email stations. Library patrons and visitors may access Library email stations by presenting a Newton Public Library card or acceptable photo identification. Visitors under the age of eighteen who are not registered borrowers may register to use email stations only with a parent or legal guardian who has presented acceptable photo identification.

## NEWSGROUPS/CHAT ROOMS

The Library does not provide access to newsgroups/chat rooms.

## DOWNLOADING INFORMATION

Users may not download material onto the computer's hard drive.

## DENIAL OR RESTRICTION OF ELECTRONIC SERVICES PRIVILEGES

The Library reserves the right to terminate an Internet or computer session at any time.

## USER RESPONSIBILITIES

All users of the Internet are expected to use this Library resource in a responsible and courteous manner, consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library. Responsible, courteous use of the Internet includes:

- Recognizing that the Internet, like all of the Library's information sources, must be shared and used in a manner which respects the rights of others and refrains from activity that prevents others from using it.
- Using the Library's Internet resources for educational, informational and recreational purposes only, not for unauthorized, illegal or unethical purposes.
- Respecting intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise-controlled software or data residing on the Internet.

- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
- Respecting the privacy of others using public access workstations at the Library by not interfering with their use.
- Not sending, receiving, or displaying text or graphics which may reasonably be construed as obscene.
- Making only authorized copies of copyrighted or licensed software or data.
- Refraining from the deliberate propagation of computer worms or viruses.