

## **NEWTON PUBLIC LIBRARY**

### **Internet and Email Access Procedures**

The Library's Internet access is intended primarily as an information resource. The Library does provide electronic mail through free web base email services. The Library does not provide access to newsgroups/chat rooms. Access is provided through "browser" software, and library users use the Internet at their own discretion. Parents are expected to monitor and supervise their children's use of the Internet. Parents and legal guardians may restrict minors from access to Internet resources available through the Library. The Internet Access Restriction Form is available at the Check Out desk.

Designated Internet workstations will be located where it can be monitored by staff for assistance and security.

The Internet workstations are open to all library patrons and visitors in good standing with a Newton Public Library card or acceptable photo identification. To protect the Library from liability for illegal use of the Internet, each user is required to sign in at the Check Out Desk on the floor where the station is located and leave his/her Newton Public Library card or acceptable photo identification with the library staff. Through his/her signature, each user agrees to the Electronic Services Policies each time access is granted. The user must sign off before the library card is returned. A maximum of two people may view the Internet workstation during one sign up block. Both must follow the sign up procedure. A minimal level of computer competence is required for users of the Internet workstation. Library staff will offer searching suggestions and answer questions, but cannot provide individual training.

Use is on a first-come, first serve basis. Each user may reserve access to the Internet workstation 24 hours prior to use. Each user may reserve up to one hour block of time in a 24 hour period. The 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. The user must complete searching, downloading, and printing before the scheduled hour is over and/or before the next user is scheduled to begin using the computer. Time limits begin at the scheduled hour, not when login is successful, and will be enforced to ensure fair access for all persons. Anyone arriving more than ten minutes late for a scheduled appointment may have forfeited his/her time to a walk-in user. Users may not start a session within 15 minutes of closing, and station use must end at library closing time.

Library patrons and visitors may use designated Email stations for 15 minutes maximum in a 24 hour period. The user is required to sign in at the Adult Services Check Out Desk and leave his/her Newton Public Library card or acceptable photo identification with the Library staff and record the date and time on the sign-in sheet. 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. All other policies related to Internet access apply to the Email stations.

There is \$.10 per page charge for printing. The user must sign out and pay all printing charges at the desk before leaving.

For those users who want to save their files, formatted disks will be available at the desk for \$1.00 each. Users may not run programs of their own, or programs downloaded from the Internet on the Library's computer. Files left on computer hard drives will be deleted.

Users will be personally responsible for any materials ordered via the Internet. They will need to pay for these items with a credit card. The library will not be responsible for these costs.

Inappropriate use of Internet access may result in cancellation of the individual's use of this service.

Library scheduled use of the equipment takes precedence over individual use at all times.

*Newton Public Library is not responsible for damage to any user's disk or computer, or any loss of data, damage, or liability that may occur from patron use of the Library's computers.*