

# Wilbraham Public Library

## Internet and Computing Services Acceptable Use Policy

### General Information

Computers and printers available for public use provide access to the catalog, the Internet, online databases, office software and imaging programs, as well as games and education software for children.

Library patrons with a valid C/WMARS library card or visitors are eligible to register to use the Internet. The library cannot guarantee that the user's equipment will be compatible with the wireless network. Library staff offer general information regarding log-in information necessary to access the Internet through the wireless connections, but are unable to provide technical assistance or troubleshooting involving patron's equipment.

Printing is available from most computers. Fees for black and white printing are 20 cents per page. Fees for color printing are 40 cents per page.

Children under the age of fourteen (14) require a parent's signature to establish an Internet account. Parents are responsible for their children's use of the Library's resources and facilities. Parents who believe that their children cannot responsibly use the Library's Internet access or other computer resources should monitor their children's use.

Patrons are limited to 2 one-hour sessions per day and may have additional sessions if no other people are waiting to use available equipment. Library computers are shut down ten minutes prior to closing time.

### Disclaimer

The library takes precautions (such as virus detection software). It is not responsible for any damage to users' equipment, or for the compromise of any personal information. The Wilbraham Public Library staff, Board of Trustees, and the Town of Wilbraham are not liable for any negative consequences that may result from using the library's computing and/or wireless services.

### Purpose Statement

The Wilbraham Public Library provides access to the Internet and other computer resources as a means of fulfilling its mission to "educate, entertain, and enlighten its patrons". Internet resources accessible through the Library are available equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using library resources and facilities.



Wilbraham Public Library, 25 Crane Park Drive, Wilbraham, MA 01095

(413) 596-6141 [www.wilbrahamlibrary.org](http://www.wilbrahamlibrary.org)

## **Rules of Conduct**

1. Library computers and wireless connection will not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be considered obscene (as defined by section 1460 of title 18, U.S. Code), child pornography (as defined in section 2256 of title 18, U.S. Code), or harmful to minors (as defined by the Children's Internet Protection Act of 2000, Pub. L. 106-554 (CIPA)).
2. Transmission of inappropriate material (as defined above) via the Internet, electronic mail, "chat rooms", or other forms of direct electronic communications is prohibited.
3. Installation, downloading, or modification of software is prohibited. Patrons may download files temporarily to the Public Documents folder or to a personal storage device available for purchase at the circulation desk.
4. Users will obey copyright laws and licensing agreements.
5. Users will not attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
6. Users will respect the privacy of other users and refrain from attempting to view or read material being used by others.
7. Unauthorized disclosure, use, or dissemination of personal information is prohibited.
8. By mutual agreement, two or more persons may share one access session as long as their behavior or conversation does not disturb other users or Library staff.
9. Users must supply their own headphones to listen to audio files.

## **Termination or Prohibition of User Access**

When Library employees believe that the user has failed to comply with the Rules of Conduct, this policy authorizes them to terminate that user's access session. The staff also has authority to prohibit a user from subsequent access sessions for a period of time to be determined by the library director. Repeated violations may result in the offender being indefinitely barred from in-library internet access.

Internet users whose access has been terminated or prohibited will be given the opportunity to protest the action and/or request that Internet access privileges be reinstated through a written request to the Library Director. The Director will have forty-five days to respond.

*Approved by the Library Board of Trustees 11/25/2014*



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