

## **Computer and Internet Usage Policy**

A connection to the Internet enables the Mark Skinner Library to offer access to information beyond the confines of its own collection and thus enhances the breadth and depth of information available to its customers. However, the Library does not monitor and cannot control the information accessible via the Internet, and disclaims any warranty as to the accuracy, authority and timeliness of that information. Users are cautioned that, because security in an electronic environment such as the Internet can not be guaranteed, all transactions, files and communications are vulnerable to unauthorized access, and therefore, should be considered public.

### **Hard-wired PCs and Printer**

The Mark Skinner Library offers hard-wired PCs with high-speed Internet access. There is no charge for the use of the Library's PCs and that use will be on a first-come, first-served basis as long as there are no reservations. Reservations for computer time may be made in person or over the telephone, up to 24 hours in advance. Customers more than 10 minutes late will forfeit their reservation.

Customers may use the Library computers for 30-minute or 60-minute blocks of time. If no other customer is waiting at the end of the block of time, the computer user may remain online until the PC is needed by another customer.

The Library provides a black-and-white laser printer loaded with standard 8 ½ by 11" paper as part of its computer service. Customers are not permitted to open the printer tray and insert their own paper. The Library will charge a per page fee for printing. See the current fee schedule for printing costs.

Customers are asked to report any computer or printer problems to a member of the Library staff immediately.

### **Wireless Access**

The Library also provides wireless access to the Internet for customers who provide their own laptops. The Library's wireless access is password-protected. A username and password, valid for a limited time, will be provided upon request. With a username and password the Library's wireless signal can be picked up anywhere in the Library.

### **Use of the Library's Computers and Internet Access by Children**

Responsibility for, and any restriction of, a child's use of the Internet rests solely with his parent or legal guardian.

### **Expectations of Computer Users**

The Mark Skinner Library requests that customers who use the Library's Internet resources remain sensitive to the fact that they are working in a public environment shared by people of all ages, backgrounds and sensibilities. The Library reserves the right to ask individuals to discontinue the display of information and images which cause a disruption.

The Mark Skinner Library relies on the cooperation of its customers to efficiently and effectively provide shared resources. To that end, users of the Internet are expected to demonstrate responsible and courteous behavior when using this resource. Such behavior includes:

- Recognizing that the Internet, like all the Library's information sources, must be shared and used in a manner which respects the rights of others and refraining from activity that prevents others from using it.
- Using the Library's Internet resources for educational, informational and recreational purposes only.
- Refraining from using the Library's Internet resources to conduct a business or commercial enterprise, or engage in commercial activity such as the distribution of advertising.
- Refraining from illegal or unethical use of the Internet.
- 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; and by not seeking disallowed access to any computer system via the Internet.
- Refraining from altering or damaging the setup of library computer equipment.
- Refraining from the deliberate propagation of computer worms or viruses.
- Refraining from the transmission of threatening, harassing or abusive language and images.

The customer is solely responsible for his/her actions while using the Library's computers. Damage to any part of the computer system will be charged to the customer.

Violation of any part of this policy will result in suspension of the privilege to use the Library's computer resources. Illegal activity involving the Library's Internet resource will be subject to prosecution by the appropriate authorities.

Approved by the Board of Trustees on June 5, 2007