

## **Milton Public Library Public Computer Use Policy**

### **Policy Statement**

The Library provides computer services, including free access to the Internet to all patrons.. The Library's goal is to enrich the community by connecting people to the world of ideas, information, and imagination to support their work, education, personal growth, and enjoyment. These electronic resources and services meet the cultural, educational, informational, and recreational needs of Milton's diverse community.

### **Internet Use Disclaimers**

The Internet is a global computing network which provides access to a wide range of educational, reference and recreational resources, many of which are not available in print. The Internet does not fall under the control or governance of any single agency, government or organization, and therefore the Library can make no guarantees regarding the accuracy, content, nature or quality of information obtained through the Internet. Further, the Library does not endorse viewpoints presented on the Internet.

In no event shall the Milton Public Library have any liability for damages of any kind arising from its connection to the Internet. Users of the Library's computers and Internet access, wireless internet access, including, in the case of minors, their parents or guardians, agree to assume full liability (legal, financial or otherwise) for actions.

The Milton Public Library website includes a variety of destinations (links) and search tools. These links have been selected by library staff as a service to help the user navigate the internet. Selections are made solely in accordance with expected future utility to Milton library users. Selection of a link implies no endorsement by the library as to content of a web site, and users must be aware that content of external links may and will change without our knowledge.

### **Disclosures**

Internet access in the Library allows access to ideas, information, images and commentary beyond the scope of the Library's collections, selection criteria and collection development policy. Some of the Internet material may be controversial. Court decisions over the years have interpreted the Library to be a "limited public forum" and, as such, the Library may not discriminate against constitutionally protected content or viewpoints.

The one exception to the "limited public forum" doctrine is the federal Children's Internet Protection Act (CIPA). Under CIPA it is not acceptable for a minor to receive any material through any website, Email, chat room or other direct electronic communication, if it is deemed harmful to minors. It is a parent or guardian's responsibility to monitor and control the internet usage of minors and children. The library

implements filters which endeavor to identify sites that would not comply with the provisions of CIPA, but will not apply filters to generic word lists or lists of sites not relevant to CIPA.

The Library's computers are also subject to access by law enforcement authorities, acting through federal or state law. The Library and the Town of Milton will cooperate in the prosecution of violations arising out of use of its computers for illegal purposes and activities.

### **Guidelines for Use**

Therefore, library users **may not** perform the following actions and Library staff shall intercede when these policies are violated.

Persons using library-supplied Public Access Computers or wireless internet services may not:

- Use these services in a way which violates local, state or federal law. Illegal acts involving Library resources may be subject to prosecution by local, state or federal officials. Electronic gambling via the Library's computers is strictly prohibited by this policy.
- Post, transmit, access, or display obscene and illegal material, as defined by Massachusetts General Laws, Chapter 272, Section 31, and U.S. Code Title 18. This includes sending, receiving, or displaying inappropriate materials, defined as text or graphics.
- Use the services for illegal or criminal purposes.
- Violate copyright laws or software licensing agreements.
- Use sounds or visuals which may be disruptive to others.
- Violate another Library user's privacy.
- Disclose, use or disseminate personal identity information about minors.
- Transmit threatening, harassing, obscene or defamatory materials or messages.
- Transmit libelous or slanderous materials or messages.
- Deliberately propagate computer worms and/or viruses.

Persons using library-supplied Public Access Computers may not:

- Attempt to add, modify or damage files or data on Library computers, damage computer equipment or degrade system performance.
- Attempt to gain unauthorized access to local or remote computers.
- Install or download any software onto the computer network or components.
- Damage computer equipment or software.
- Make use of computer accounts, access codes, or network identification numbers assigned to others.

### **Further Guidelines for Use**

- Communication services such as email, instant messaging, and social networking sites are only available as internet services. The library does not provide accounts for these services or storage for them.
- Patrons may save data flash drives. They may not save to the hard drives of library computers. If a working copy of a document is left on a library computer, there should be no expectation that that document or file will be available at a future log-in session.

## **Security**

The Library endeavors to protect the privacy and confidentiality of library users. Internet users should be advised, however, that because security is technically difficult to achieve, electronic transactions and files could become public.

Please note that the wireless access provided by the library is non-secured and potentially subject to monitoring by third parties within range of the building and with the technical capability to do so.

Patrons must be responsible for protecting their privacy and the confidentiality of their information.

## **Regulations**

### ***Time Limits & Reservations***

1. All Library computers are available on a first come, first served basis only and may not be reserved in advance.
2. All computers will be turned off 15 minutes before the library closes. Users must be ready to end their computer session at that time.

### ***Printing and Saving***

3. Printed copies may be made on library paper only, for a small charge. A schedule of charges is available at the Reference Desk.
4. Users may not save documents or personal files to the hard drive. Files which are saved to Library computers will be removed by the Library. All documents must be saved to a flash drive. The Library is not responsible for loss of data which may occur when saving documents.

### ***Responsibilities of Library Staff and Users***

5. Library staff will not monitor a user's computer or Internet use, except to ensure compliance with this Policy and its Regulations. The user, or the parent or guardian of a minor, is responsible for his or her Internet session at all times.
6. Library staff will assist users with the Library's electronic resources, including the library catalog, online databases, and the Internet, and will also provide limited assistance in the use of

Library-installed software. Staff is not able to provide extensive tutoring in the use of Library-installed software or extensive assistance in the creation of documents such as letters or resumes.

7. All users of Library computers or portable computers are expected to use them in a quiet, responsible and courteous way, to respect the privacy of other users, and to follow all of the Library's policies, guidelines and procedures.
8. Users must refrain from viewing material which is inappropriate for a public area, including sexually explicit images. Display of material which may be deemed obscene and/or unlawful under federal or state law is not permitted.
9. All audio must be disabled, unless headphones are used. Headphone volume must be low enough so that others cannot hear it.
10. Library software is copyrighted and may not be reproduced. Users may not load their own or any other software on Library equipment. The Library computer network does not allow for the download or installation of any software. Users are not permitted to store any software or other data on the hard drives of the library's computers, add any hardware such as external drives, or alter the programs currently installed on the systems.
11. It is not acceptable to use the Library's Internet access for any purposes which violate federal or state laws, on either a Library computer or a personal portable device.

#### ***Suspension of User Privileges***

12. Library staff are authorized to terminate any user's session or revoke a user's computer privileges if a user fails to comply with this Policy and its Regulations. Illegal acts involving Library resources may also be subject to prosecution by local, state or federal authorities.
13. A revocation of privileges may be reviewed upon written request to the Library Director.