

## TECHNOLOGY POLICY THE GLOUCESTER LYCEUM AND SAWYER FREE LIBRARY, INC.

The Gloucester Lyceum and Sawyer Free Library provides free access to technology as a service for the community. The Gloucester Lyceum and Sawyer Free Library is guided by the American Library Association's statements on access to information contained in the [Library Bill of Rights](#) and the [Freedom to Read Statement](#).

The library technology policy is designed to ensure and protect our users' access to information in a safe and friendly environment. Any questions or concerns about this policy or an appeal for reconsideration of a denial of use of any technology should be directed to the Library Director or his/her designee.

### **Wired Devices**

- The library has online computer workstations on all levels.
  - Upper level workstations are intended for use by anyone age 12 and over.
  - Main level workstations are intended for short-term use by visitors.
  - Lower level workstations are intended for use by anyone age 12 and under. For those over age 12, please make arrangements with the staff for use, e.g. accompanying adults, educators, etc.
- Users must sign on to a computer workstation using their NOBLE library card.
- Users without a library card may ask for a guest pass at any public service desk.
- A session is for one hour. Users may use the computers for a maximum of three hours per day if no other patrons are waiting.
- The library's computers automatically log out 10 minutes before the library closes.
  - No exceptions can be made.
  - Users are advised to save their work to removable media, email, or the cloud well before that time.
  - For assistance with this please see a staff member.
- There exists no guarantee of security or privacy in the use of the internet. All transactions, files, contacts and communications are vulnerable to unauthorized disclosure. Users should consider all transactions public.
- Users are entitled to two free pages of printing a day. Additional printing is available for a small fee.
- Users regardless of age have unrestricted access to the Internet.
  - Children eight and under are encouraged to use the library Internet with an adult.
  - Restricted access is the responsibility of parents, guardians, or care providers, not library staff.
  - The Sawyer Free Library Children's [website](#) provides links to useful sites on Internet usage, safety, and content. Our staff can assist in search strategies and website evaluation.

### **Wireless Access**

- The Sawyer Free Library is a free wireless internet (Wi-Fi) “hotspot.”
- Users are reminded that the library’s wireless access is unsecured and unencrypted, meaning that any information sent or received is NOT secure. Users are advised to exercise caution when sending personal or financial information over such a network. The library is not responsible for any incidents of loss or theft.

### **Mobile Devices**

- The library portable computers are available for use within the building.
- Library events have priority over adult users for using these portable computers.

### **Microfilm Readers**

- The library has microfilm readers and printers in the Information and Research Services area.
- Printing is available for a small fee.

### **AV Equipment**

- The library has a variety of AV equipment available for use by groups using meeting spaces and/or during programs. Library events will have priority, followed by city government affiliated events. All other requests will be considered on a first-come, first-served basis.
- Equipment must be requested in advance.
  - Applications may be submitted up to three months before a scheduled event.
  - They must be in writing and include contact information for the person making the request,
  - The name of the organization that will be using the equipment, and
  - The date and hours that it will be needed
- Library personnel can provide basic instruction in use of the equipment by appointment in advance of an event or meeting, but may not be available to assist during its use. Requests for instruction should be made as far in advance as possible
- There shall be no charge for use of this equipment.
- All equipment should be returned in working condition (excepting reasonable wear and tear). Breakage or excessive damage shall be the responsibility of the borrower.
- The library reserves the right to cancel use of equipment or a reservation for its use in the event of unforeseen or changed circumstances.
- The library may deny use of A/V equipment to users who do not take proper care of the equipment, or in the opinion of the staff are not familiar with its use.

### **Other Technology**

- The library has a variety of office technology, e.g. photocopier, scanner, shredder, etc.
- See staff for details.

**When using any library technology, the following is not allowed:**

- Violating federal, state, or local laws, including but not limited to laws involving copyright, harassment, or cyber-bullying, “spamming”, illegal duplication or downloading of copyrighted materials, or unauthorized access into other systems.
- Displaying images, video or text that is obscene, pornographic, or perceived by staff as harmful to minors.
- Engaging in any activity that is disruptive for other library users or staff.
- Engaging in any activity causing damage to library equipment.
- Communicating in a way that could be harmful or threatening to others.
- Behaving in ways which violate others’ privacy.
- Disrupting library equipment or services or software programs.
- Attempting to install unauthorized applications.
- Deliberately damaging equipment and furniture.
- Showing copyrighted material without proper license unless it comes under “Fair Use.” The user is liable for any copyright infringement.
- Engaging in these behaviors may result in the loss of library privileges or other penalties.

December 21, 2016 revision Approved by the Board of Directors