

INTERNET USE POLICY
GLOUCESTER LYCEUM AND SAWYER FREE LIBRARY, INC.

The Sawyer Free Library's public access workstation is a free service permitting access to the Internet. Patrons agree to use the service in a responsible manner and to refrain from inappropriate or illegal activity while making use of the Library's Internet service. As an open resource provided by an external vendor, the Library does not guarantee a level of service or reliability of the connection. The Internet is an unrestricted global electronic network, and the Library does not own or control the information found on external sites not part of the Library's own website. The Library does not control potential harmful or offensive information found on some sites, nor does it endorse or guarantee the accuracy of the content. Resources available over the Internet may contain controversial material. The Library reserves the right to block any site it deems inappropriate. Information links often change rapidly and are unpredictable, and response times will vary in speed.

Parents must assume responsibility for their children's use of the Internet resources through the Library's connection. As with all materials in the library, responsibility for a child's use of the Internet rests with the parent or guardian. Parents are encouraged to work with their children to develop rules for the use of the Internet, including rules for the safety of minors when using electronic mail, chat rooms, and other forms of electronic communications.

A. When using the Library's Internet access, it is not acceptable to:

- Violate federal, state, or local laws
- Violate copyright laws of database license agreements
- Display or print graphics or text that is obscene, pornography, or harmful to minors.
- Engage in any activity that is deliberately offensive or creates an intimidating, disruptive, or hostile environment for patrons or library staff.
- Invade the privacy of individuals
- Gain unauthorized access to other computers, resources, or entities.

B. Consequences of violation of this Internet policy will lead to:

Patrons being asked to discontinue activity.

- If they continue, they will be asked to leave the library facility.
- If they refuse to leave, they will be considered trespassers and the police will be called to remove them.
- If the activity is thought to be illegal as defined by law (above), police may be called to investigate.
- The privilege of using the public computer stations may be withdrawn at any time at the discretion of the Library.

C. To use the adult computer stations:

- Computer stations in the adult department are for the use of adults and children who are in the seventh grade and higher. Younger children should use the computer stations provided in the Children's Department.

- Patrons must sign on to an Internet or word processing station using their own public library card that is contained in the NOBLE library database.
- Patrons must have their card in their possession to be able to use the computers. Use of computers will be restricted if a patron has \$100.00 or more in outstanding delinquencies. Out of state residents may acquire a guest pass at the Reference Desk. There is no fee for the use of the computer stations.
- An internet session is 30 minutes. If no other patron is on a wait list, the session will be renewed automatically for 30 minutes at a time. If all Internet stations are occupied, a patron may place themselves on a wait list at the reservation station. There is a two hour daily time limit.
- Computer sessions on the word processing stations have no time limits. There is no wait list for word processing stations.
- No more than 1 person at a time is allowed at each computer station to prevent noise and disruption to other patrons. Exceptions may be made at the librarian's discretion.
- All printing must be prepaid at the main circulation desk. Money placed on a patron print account is retained indefinitely. At the end of the day, guest account print allowances are cleared. The print charge is \$0.15 per page.
- Printing costs are non-refundable, except in the case of mechanical failure of the printing process.
- Materials may be downloaded to a flash drive, but the Library shall not be responsible for damage to any patron's drive or computer, or for any loss of data. The Library shall not be responsible for the use of any downloaded data which is in violation of any local, state, or federal law.

D. The following are specifically prohibited:

- Using the Library's internet access equipment for illegal purposes or to send, receive, or display obscene or pornographic text, video or graphics.
- Attaching personal hardware or accessories, except for data storage purposes or headphones.
- Changing software configurations or settings on Library computers.
- Saving files to a hard disk drive.
- Careless or destructive use of the equipment, including, but not limited to, unplugging, turning off, moving and reconfiguring the hardware.

E. To use the Children's Library computer stations:

- Computer stations in the Children's Library are for the use of children who are in pre-school through sixth grade. Accompanying adults may use the computer for brief periods by making arrangements with the librarian on duty.
- Patrons must sign in at the Circulation desk. There is no fee for use of the computers; however, there is a print charge of \$0.15 per page, payable at the time of printing.
- A computer session is 30 minutes per day. An additional 30 minutes may be given if there is no one waiting. With advanced notice a child may have extended time for school projects. The librarian on duty has the right to ask a child to leave when he or she is being disruptive.

- Children's computers will no longer permit access to Myspace, Facebook, Friendster, and other 'social networking' websites. The Library has decided that providing access to these sites does not serve its primary mission of providing access to information. The library reserves the right to block websites. Any questions may be directed to Library Administration.

Summary: Internet access is provided by the Library as a benefit for its patron; use of these resources should not be construed as a personal right without limitations. Use shall be governed by the above policy and rules and any others that the Board of Directors may, from time to time, deem appropriate. Violations may result in the loss of Internet and other Library access privileges.

By signing up to use the Library's Internet computers, each patron is agreeing to abide by the Library's established policy and rules governing such use. Copies of the Library's policy are available at the circulation and reference desks as well as on the Library's website.

Approved by the Board of Directors January 21, 2009