

# Jesse M. Smith Memorial Library

## Computer and Internet Policy

*Approved by the Library Board of Trustees 1 November 2012*

### General Principles

The library's public computers and wireless service allow patrons access to a wide array of electronic resources. Consistent with our mission as a community educational and informational center, and the professional principles of public librarianship, this policy affirms the safeguarding of First Amendment rights, intellectual freedom, equity of access, and individual responsibility.

The library does not monitor nor can it control information, sound or images accessed online. Not all information gained online is accurate, complete, current or in accordance with local community standards. The library makes no assumptions about the quality of such information, nor assumes any responsibility for its use.

As a member of Ocean State Libraries (OSL), the Jesse Smith Library, in accordance with the Children's Internet Protection Act (CIPA), subscribes to filtering software on all Internet computer workstations. The filtering software is designed to block access to content that is illegal or deemed inappropriate by community standards. Filtering software is not completely accurate. Some inappropriate sites may not be blocked and some sites may be blocked inaccurately. Computer users aged 18 years and older who wish to visit a site that has been blocked erroneously may ask a library staff member to unblock that site.

### Privacy

Please be advised that other patrons may be able to view your computer session. Keep passwords and personal information safe. Computer session information is deleted at end of the day.

All requests for computer records by any law enforcement agency will be referred to the Library Director or senior staff member. The Library Director or senior staff member will release computer information in accordance with applicable state and federal laws upon receipt of a subpoena or warrant.

### Child Safety

The Jesse Smith Library believes that the Internet is one of the most useful sources for children's informational and recreational needs. In accordance with ALA Library Bill of Rights, Jesse Smith Library does not restrict the use of any library materials or services, including Internet access, based on chronological age, educational level, or legal emancipation. Restricting access to computer use or "inappropriate" material on the Internet by children under the age of 18 years is the right and responsibility of their parents or guardians. Parents are responsible for supervising their children if they wish to deny computer or Internet access.

Computers in the Children's Department are for the sole use of children under the age of 13 or children accompanied by an adult. Young adult computers are available for youth ages 13-17. Adult computers are located in the Reference section of the library.

The library strongly urges parents to educate themselves and their children about Internet safety especially privacy, cyber bullying and hacking. For more information, please see our Children's Department brochure, *Your Child and the Internet*, available at our Children's Service Desk.

### Computer and Online Conduct

Users of library computers or wireless service are asked to respect the technology and equipment by which they gain access. Users must follow all local, state and federal statutes. Users not abiding by this policy and its guidelines will be denied access. Unlawful activities will be dealt with in an appropriate manner.

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**Guidelines**

- Patrons may use library computers for one hour - if no one is waiting for a computer, sessions may be extended by 30 minute increments. Our computers shut down 15 minutes prior to closing.
- Users cannot damage or alter equipment or software. User may not attempt to modify or gain access to passwords, system files, the operating system or other such data, or attempt unauthorized access to the network.
- Patrons cannot conduct a profit or non-profit business or commercial enterprise via online services provided by the library.
- Printing is available for a fee. At this time, there is no printing service for wireless access.
- Staff availability to assist patrons with no or little computer experience is limited. Our staff cannot provide in depth personal training on a daily basis, but we do provide scheduled computer classes. Staff may not conduct online commercial transactions for patrons.
- Patrons are reminded that the library is a public building and is frequented by all ages. As such, the library reserves the right to ask patrons to discontinue the display of information, sound or images that are pornographic or considered inappropriate by local community standards. The library staff will issue one warning to patrons accessing information, sound or images that are pornographic or considered inappropriate by local community standards. After receiving one warning, any patron continuing to access information, sound or images that are pornographic or considered inappropriate by local community standards will lose computer privileges at the library.
- Users cannot save documents permanently on library computers. Please remember to bring your own device for saving files.
- Users cannot engage in any illegal activity including the violation of copyright.
- Users are prohibited from invading the privacy of others or misrepresenting their own or another's identity online. Users cannot engage in any form of activity that is harassing or defamatory.