

INTERNET USE AND SAFETY POLICY

Bradford M. Field Memorial Library
Leverett, Massachusetts

The Bradford M. Field Memorial Library's access to the Internet provides library users with an opportunity to search for information on the Internet. The Internet is a global collection of national, regional and local computer networks capable of communicating with each other through a telecommunications network. The Internet is one powerful tool among many in the Library for finding information.

UNACCEPTABLE USE OF THE INTERNET

Access to and use of the Internet in the Library is a privilege. Unacceptable use of the Library's electronic information resources, including the Internet, is prohibited and will result in loss of computer privileges. The following examples of inappropriate or illegal activities constitute *unacceptable* use:

- Using the Internet for illegal purposes
- Using the Internet in violation of Massachusetts General Law 272, Section 31, The Harmful to Minors Statute, which prohibits dissemination of material which is harmful to minors or which is obscene; or dissemination or possession of child pornography
- Disclosing, using or disseminating, personal identity information about minors
- Compromising the privacy of users
- Transmitting threatening, harassing or defamatory materials or messages
- Engaging in communications which are libelous or slanderous
- Committing fraud
- Violating copyright law or software licenses
- Developing computer programs which infiltrate a computer or computer system and/or damage or alter the software components of a local or remote computer or computer system
- Transmitting chain mail, broadcast letters, or junk mail of any type
- Attempting to gain unauthorized access to the resources of the Library Internet computers
- Disrupting the intended use of the Library's Internet computers
- Destroying the integrity of computer-based information in the Library's Internet computers

EMAIL

The Bradford M. Field Memorial Library does not provide email accounts to users; however, users with existing email accounts may access their accounts through the Library's Internet terminals. The Library does not accept responsibility for the privacy of possible cached (temporarily stored) messages left after such use.

FILTERING OR BLOCKING SOFTWARE

The Bradford M. Field Memorial Library provides free, open, and unfiltered access to the Internet. The Library adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights adopted by the American Library Association and, further, finds that filters often do not function as intended. The ALA Library Bill of Rights is attached as page 4.

USE OF THE INTERNET BY MINOR CHILDREN

The Bradford M. Field Memorial Library provides people of all ages with materials to meet their informational, educational and recreational needs. The Library affirms the right of parents to monitor their own minor children's use of the Library's electronic resources, including the Internet. Parents and guardians are responsible for monitoring their own minor children's use of the Internet and for deciding whether matter accessed by their minor children is appropriate or inappropriate. Parents and guardians are responsible for ensuring their own minor children's safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications.

MISUSE PENALTIES

Violators of the Library's policies, including the Internet Use and Safety Policy and the Guidelines for Library Internet Use, may lose library privileges. Anyone discovered attempting to damage the Library's equipment or software, attempting to change files or reset configurations, or otherwise violating this Internet Use and Safety Policy, will immediately lose the right to use those resources. Violations of policies regarding acceptable use of computing resources will be dealt with in a serious and appropriate manner. Illegal acts involving the Library's computing resources may also be subject to prosecution by local, state or federal authorities. Users are responsible for any damage to hardware, software or furniture.

OFFENSIVE AND DISRUPTIVE MATERIALS

The Library strives to balance the rights of patrons to access all types of information resources with the rights of patrons and staff to work in a public setting free from disruptive sounds and visual materials. The Library's computers are located in public areas, which are shared with library users and staff of all ages, backgrounds and sensibilities. Users are expected to consider this diversity and respect the sensibilities of others when accessing potentially offensive information or images.

WAIVER OF RESPONSIBILITY

The Library does not control or monitor material available on the Internet and cannot be held responsible for its content, authority reliability, validity, currency or use. The Library does not accept responsibility for the retaining possibly cached (temporarily stored) information about sites visited on the Internet or World Wide Web. The Board of Trustees of the Bradford M. Field Memorial Library, the Library staff, and the Town of Leverett are not liable for any negative consequences that may occur as a result of using the Library's Internet connection. It is the responsibility each user to determine that information accessed electronically is appropriate for that user.

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GUIDELINES FOR LIBRARY INTERNET USE

ACCESS

IDENTIFICATION: Users may be routinely asked to present identification, preferably a valid library card in good standing.

DEBT: Users with outstanding library debt may be denied Internet use at the discretion of library staff.

CHAT ROOMS

Entering or using chat rooms is not allowed.

COSTS

The user is responsible for any costs connected with Internet use.

DOWNLOADING

As a protection against viruses, there will be no downloading of information from the Library's public Internet computers to a disk or hard drive. Disks, computer programs and CD-ROMS may not be introduced to an Internet computer unless by an authorized library employee.

POLICY

Users are responsible for understanding and adhering to the Internet Use and Safety Policy.

PRINTING

Printouts are available from Internet access computers. The first ten pages are free. Any pages or partial pages in excess of ten pages cost \$0.10 per page. This is a printing charge and not a paper charge; this means that double-sided printing (using two sides of a single sheet of paper) will be charged as two copies.

RESERVATIONS FOR INTERNET COMPUTER USE

Users may reserve up to one half hour of computer time, either in person or by phone. Users arriving more than five minutes late for their reserved time may forfeit their reservation if another person wishes to use the computer.

TIME ALLOWED

Internet computers are available for thirty (30) minutes at a time with, a maximum of no more than fifteen (15) minutes if someone else is waiting to use them.

SHUT DOWN

To facilitate lockup procedures, Library staff will shut down computers fifteen minutes before the library closes.

USER LIMITS

Users may be accompanied by only one other person at the Internet computer.

VIRUSES

Users must notify library staff when any virus alert occurs on a Library Internet computer.

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Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

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Adult

I have read the "Internet Use and Safety Policy" of the Bradford M. Field Memorial Library, and I understand and accept its terms.

Signature _____ Date _____

Child (not yet 18 years of age)

I, the parent/guardian of this child _____, have read the "Internet Use and Safety Policy" of the Bradford M. Field Memorial Library and I understand and accept its terms. I have reviewed the policy with my child and explained the responsibilities of using the Internet. I hereby give permission for this child to access the Internet at the Bradford M. Field Memorial Library.

Signature of parent/guardian _____ Date _____

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