

Emily Williston Memorial Library  
Easthampton, Massachusetts

## **Resources Internet and Electronic Access Policy and User Guidelines**

It is the mission of the Emily Williston Memorial Library to “develop collections and services to help meet the informational, research, educational, and recreational needs of the City of Easthampton and surrounding communities.” It is within this context that the Emily Williston Memorial Library offers access to the Internet and other electronic resources.

### **Internet and Electronic Resources Access Policy**

The Internet is a vast global electronic network that provides diverse resources. The Library has a responsibility to provide material and information presenting all points of view and the Library supports access to all formats of material to meet the informational needs of the community.

By providing access to the Internet, information becomes available that may cover a broader area than that found in the Library's collections. Some material accessed electronically may not meet the standards set in the Library's Collection Development policy. The Internet should not be considered a substitute for other library resources. The most appropriate information may more easily be found in books, magazines, or research databases.

As with other library resources, parents or legal guardians are expected and encouraged to explore the Internet and other electronic resources with their children and to provide guidance in appropriate information selection and limitations on access for their children.

Library patrons must be aware that:

1. Not all sources on the Internet provide accurate, complete, or current information
2. The Emily Williston Memorial Library does not control your access to materials or protect you from information you may personally find offensive or inappropriate
3. Patrons are advised that they have no expectation of privacy in Library computers, and that library personnel and other patrons may be able to access information or data stored on library computers.

#### Usage

The public and staff may only use the Internet and Electronic Resources for lawful purposes. The posting transmitting, accessing, or displaying of obscene material, as defined by Massachusetts General Laws Chapter 272, Section 31, is prohibited. Conduct which would violate any state or federal law is prohibited.

Internet access is a privilege that the library may provide to patrons, and comes with certain responsibilities. Unacceptable uses of these resources by anyone will result in the suspension of access privileges.

Examples of Unacceptable Uses of the Internet and Electronic Resources include, but are not limited to:

- Violation of Library Use Policies, Regulations, and Guidelines
- Unauthorized copying of copyright protected material
- Harassment, libeling, or slandering other users
- Violation of another user's privacy
- Destruction of or damage to equipment, software, or data belonging to the Library or to other users
- Removing privacy screens;
- Compromising the privacy of users;
- Attempting to install, delete, or modify library software; attempting to install or run any programs that have not been installed by the library;
- Violation of computer system security and settings; attempting to gain unauthorized entry to the library's network or to cause degradation of system performance
- Moving or changing the arrangement of library computers and attached equipment

### **Children's Use of the Internet**

The Library is aware of parental and governmental concerns about child safety on the Internet. The Library also cares deeply about children and has put in place policies, procedures, and offers information for parents to ensure children have an enriching and safe online experience.

While instruction is provided and help offered, librarians cannot monitor individual use of the Internet. Access to the Internet carries with it the potential to deliberately or accidentally access inaccurate, inappropriate, or offensive material. Therefore, parents and guardians are encouraged to take an active role in their children's use of the Internet and to talk about their personal values, expectations, and rules for safe behavior when using this resource.

Parents should encourage their children to speak to the librarian if they get to a web site that makes them feel uncomfortable. The Library makes available copies of brochures to help parents better guide their children's use of the Internet and basic Internet safety tips for children and adults.

All electronic resources available through the Library are provided equally to all library users. The Library affirms the right and responsibility of parents or legal guardians to guide their children's use of all library resources, including the Internet. As is the case with all other library materials, any restriction of a child's access to the Internet is the responsibility of the child's parent or legal guardian.

Parents or legal guardians, not the Library or its staff, are responsible for the Internet, email, chat rooms and electronic resource information selected and/or accessed by their children.

### **Privacy**

The library respects a user's right to both confidentiality and privacy. Each user is asked to respect the privacy of other computer users. Privacy screens are provided, and may not be removed from Internet terminals. Users are cautioned that the Internet is not a secure medium. All transactions, files and communications (including transmission of personal financial information) may be subject to access by third parties, whether legal or illegal. The library will not release information on the use of electronic

resources by members of the public except as required by law. Sign-up sheets identifying Internet users will be kept, solely for purposes of ascertaining violators of the library's Internet policy.

Users are reminded that the library's computer terminals are located in public areas that are shared with library users and staff of all ages, backgrounds and sensibilities. Individuals are expected to consider this diversity and respect the sensibilities of others when accessing potentially offensive information or images.

### **Violations**

Violations of any part of this policy may result in the loss of library privileges. Persons violating the library's Internet Use policy will be notified that their behavior has violated the library's policy. If such behavior occurs a second time, penalties will be imposed.

Penalties may include suspending or terminating the patron's access to library computers.

### **Waiver of Responsibility**

The Emily Williston Memorial Library and Museum does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The Library is not responsible for changes in content of the sources to which it links or for the content of sources accessed through secondary links.

The Library assumes no responsibility and is not liable for any direct or indirect damages arising from the use of information found on the Internet, or any communications sent through the library's terminals. Library patrons use the Internet at their own risk.

Each individual user must accept responsibility for determining which electronic resources they will access and the relative value of the content. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted or received. Parents are responsible for their children's use of the Library's Internet computers.

## **Internet and Electronic Resources Guidelines and Regulations**

- Users 15 and over must be registered library patrons or provide identification, which includes home address. Library cards or ID must be left at the Main Desk while the patron is using the computers and will be returned when the patron has finished or their time limit has expired.
- Computer users 14 and under must have their library card in order to use the Internet. NO EXCEPTIONS. Children 8 or younger must be accompanied by a parent or legal guardian.
- All users must sign in on the sign up sheets for the specific computer the patron wishes to use. Users may reserve a computer for 1 hour. If the computer is available, the time may be extended at the discretion of the staff person in charge. The computers may be used for a maximum of 3 hours per day by any one user.
- The Internet and Electronic Resources are available during the Library's public service hours. Workstations will be shut down 15 minutes before the library closes.
- Users may reserve time in person or by phone up to 1 day in advance.
- If a user has reserved time and does not appear within 10 minutes of such time or call to cancel the reservation, the library will cancel any other reservations made by the user.
- The first 3 pages of printing are provided free of charge. There will be a charge of 10 cents per page after the first 3 pages.
- Users cannot use their own disks or CD ROMS in any computer. Disks are available for purchase at the Main Desk for \$1.00 each. Disks must remain at the Library and can be stored at the Main Desk. Once a disk leaves the Library it cannot be reused in a Library computer.
- No more than one person in addition to the user may be present at any workstation. Small groups may use a computer with the permission of the staff person in charge.
- Library Staff will assist users in familiarization of equipment as time permits. Users are expected to have a basic knowledge of computers. Staff is not available to set up or to instruct patrons on the use of email.
- Failure to follow the Internet and Electronic Resources Policies, Guidelines, or Regulations, or actions contrary to Library Policy may result in revocation of use privileges for two months. A second infraction will result in a one year revocation of Internet and electronic resources use privilege. Any suspension or revocation of privileges may be reviewed upon written request to the Library Director.

Approved and adopted by the Executive Board on May 13, 2002