

## **Westfield Athenaeum Public Computer / Internet Use Policy**

The Westfield Athenaeum welcomes all users of our public Internet and word processing computers. The staff will provide help and advice on using the computers, as appropriate. The Internet is an un-moderated medium, and includes information that may be erroneous, out-of-date, controversial or sexually explicit. The user is responsible for identifying and/or avoiding such information, not the Athenaeum staff. In order to serve the needs of our patrons, the following requirements must be met:

- Any patron who wishes to use a public computer must bring a valid C/W MARS library card, and be in good standing (with fines no higher than 10 cents).
- For visitors without a C/W MARS card, a guest pass will be issued in exchange for a valid form of identification, such as a driver's license, college ID or a travel visa.
- We will allow one person per computer, unless a parent/guardian or library staff member is present.
- Patrons are allowed 2 sessions (up to a maximum of 2 hours per day) using the automated reservation station; extended time may be granted at the discretion of the Reference Librarian, if no other reservations are pending.
- Telephone reservations will not be accepted.
- Children under the age of 14 are required to use the computers in the Boys and Girls Library.

### **Acceptable Use**

Internet resources are to be used in a responsible manner consistent with educational, informational and recreational purposes. Patrons of all ages are expected to use the computers in a responsible manner, respecting the rights of others.

### **Unacceptable Use**

Computer privileges may be suspended or cancelled, at the discretion of the Reference Librarian, if a patron is found tampering with the computers, including any violations noted below:

- Degrading or disrupting equipment or system performance
- Vandalizing the data of other users
- Gaining unlawful access, including "hacking" and other unlawful activities
- Invading the privacy of others
- Violating software license agreements and copyright laws
- Violating other federal, state or local laws
- Deliberately displaying obscene images
- Proving minors with access to materials that are harmful to them
- Violating the automated reservation procedures or using someone else's library card

Parents/guardians are encouraged to provide guidance to their children for the safe usage of electronic mail (email), chat rooms and other forms of direct electronic communication. It is the responsibility of the parent/guardian to ensure that their child does not access sites that may be inappropriate or potential harmful to the child. The library prohibits such access.

*Approved by the Westfield Athenaeum Board of Trustees  
December 13, 2004*