

ATHOL PUBLIC LIBRARY

INTERNET ACCESS POLICY

The Internet allows users to connect to networks of resources outside the library, and it can be a valuable research and reference tool when used to complement other information resources. It is the intention of the Athol Public Library to provide public access to the online information available via the Internet in the same way it provides other information sources; however, the library does not monitor and has no control over the information accessed through the Internet, nor do the library staff have complete knowledge of what is on the Internet. Customers access the Internet at their own discretion. Information on the Internet may be inaccurate, out-of-date or unavailable at times. The Athol Public Library cannot be held responsible for the content of the Internet. As with other library materials, a minor's use of the Internet is the responsibility of the parent/legal guardian.

1. Users must : have a valid Athol Public Library borrowers card, be in good standing, read and agree to abide by the policy statement and disclaimer.
2. Adult users must have their cards with them to reserve and use a computer. Children must sign up at the Children's main desk and sign out when done.
3. The Library does not provide staff to instruct Internet users. This service is intended for independent use, and patrons must demonstrate their computer competence to the satisfaction of the librarian on duty. Circulating materials are available to help users. If available, a list of local adult education classes on computers and Internet use is available by inquiring at the Reference Desk.
4. Users may not use personal software or alter or attach equipment to the library's hardware. Discs or CDs for downloading may be purchased from the Friends of the Library at the circulation desk for \$1.50. No downloading should be done to the library's hard drive. Paper is 5 cents a sheet. The Library is not responsible for any loss or damage to your disks when downloading.
5. Adult Department users may reserve the Internet computer under the following conditions :
 - The library is now using PC Reservation by Envisionware. Patrons book their own computers either at the self-service reservation computer or by going directly to the computer stations.
 - Reservations may be made in person or over the telephone.
 - Reservations may be made up to one week in advance.
 - Users are allowed two sessions of up to 60 minutes per day. If you are not in the library at the time you reserved, you forfeit your time slot.
 - Users with special circumstances should speak to the librarian at the main desk for exemptions.
 - The Internet computers will close one half hour prior to the library's closing.

Children's Department users follow the same procedures except for the time limits.

- The CD ROM and Infotrac computers have a 15 minute time limit. Word processing and the Internet are 30 minutes.
6. Sixth grade and up may use the Internet computer in the adult library. Fifth grade and younger will use the Internet computer in the children's library. Younger children must have a responsible adult sitting with them at the computer at the discretion of the librarian on duty. Other than this instance, only one person at a time may sit at one computer without specific permission from the librarian on duty.

7. Wireless laptop use - Limitations and Disclaimers

a. The Athol Public Library is not responsible for any changes you make to your computer's settings and cannot guarantee your hardware will work with our wireless connection.

b. The Library's wireless network is not secure. Information sent from or to your laptop can be captured by anyone else with a wireless device and the appropriate software, within three hundred feet.

c. Library staff are not able to provide technical assistance and no guarantee can be provided that you will be able to make a wireless connection.

d. The Library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the Library's network.

8. Misuse of the computers or Internet access will result in the loss of computer and/or library privileges. All violations will be dealt with in a serious and appropriate manner. Illegal acts involving Library computer resources may also be subject to prosecution by local, state or federal authorities.

LEGAL AND ETHICAL USE

Our computing resources may be used only for legal, ethical and appropriate purposes.

Examples of unacceptable use include, but are not limited to, the following :

- Harassment of other users
- Destruction of or damage to equipment, software or data
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying of copyright-protected material
- Violation of computer system security
- Unauthorized use of computer accounts, access codes, or network identification code/numbers assigned to others
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others
- Violation of software license agreements
- Violation of network usage policies
- Violation of another's privacy
- Openly displaying computer images which may be inappropriate for public viewing

DISCLAIMER

In clicking on this agreement, you indicate your responsibility for your use of the equipment. By clicking, you agree to our code of ethics and the limits of our service policy.

Library staff cannot control the availability of information links which often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information. The Library is not responsible for the information accessed via the Internet.

Approved by the Board of Library Trustees 12/18/96

Amended by the Board of Library Trustees 9/18/97

Amended by the Board of Library Trustees 10/20/99

Amended by the Board of Library Trustees 04/24/02

Amended by the Board of Library Trustees 05/25/05