

Beaman Community Memorial Library Computer Guidelines and Internet Policy

Access and Confidentiality: The Beaman Community memorial Library (hereafter referred to as the library) provides internet access to the public to fulfill its mission to provide equal access to the world of information for the entire community it serves. The library supports the right to privacy and confidentiality of its patrons and does not keep records of what a patron views. Anyone wishing to use the public computers will be allowed to do so, once made aware of this policy. Library owned computers, Ipads and Hot Spots may be used for free. Unsecured wireless access is available for patron-owned devices. Patrons using the public computers for activities that require confidentiality do so at their own risk.

Access: Library-owned computer use will normally be on a first come-first served basis. The time limit for computer and Ipad use will be one half hour when another patron is waiting. Hot Spots may be checked out for a period of one week and can be renewed. Patrons requiring computer access for a professional or academic project will take precedence over recreational users, and may be allowed unlimited time, at the discretion of the librarian. The library staff's laptop may be used by a patron if there is demand for a third computer, and the staff is not using it.

Assistance: The library staff will assist patrons with computer and Ipad use issues as their time allows, but cannot provide in-depth training in internet or computer use. Patrons are encouraged to use programs such as Learning Express to become more computer proficient.

Audio: Audio media may be accessed as long as the patron uses headphones to contain the sound, and the volume is low enough to be inaudible to close bystanders. Headphones are available at the circulation desk for use by patrons.

Altering Computers: The computers provided by the library are a resource for the use of the entire community. Altering a computer in any way, including the installation or removal of software or programs or other devices, without the approval of the library director is prohibited.

Children's Access: Individuals must accept responsibility for the content of resources they view, read or listen to. Monitoring and restriction of a child's access is the responsibility of the parent or legal guardian. The library assumes no responsibility for the use of the internet by children. Since the library accepts E-rate funding for internet access, filters are applied to the public computers.

Conduct: The librarian will request that individuals cease to view or listen to media that are inconsistent with the safe and comfortable environment of the library, that are not appropriate for children, or that interfere with library business. Refusal to cease will result in loss of computer privileges.

Damages: The library is not responsible for any damages, including viruses, incurred by a patron's device while using the free wireless internet access or a library-owned computer. Similarly, the library is not responsible for unwanted communications when using the wireless network. Any repairs for physical damage to a library-owned computer or printer will be the responsibility of the patron using the item.

Ethics: All patrons accessing the internet are expected to be responsible and ethical, and not to do any of the following:

1. Invade the privacy of others,
2. harass or slander others,
3. distribute unsolicited advertising,
4. make unauthorized entry into other computers,
5. commit fraud,
6. propagate viruses,
7. gamble

Food and Drink: Because of the damage they can cause to computer equipment, food and beverages are not allowed at the computer stations.

Illegal or Obscene Content: Use of the library's internet resources for illegal purposes is prohibited. Use of the library's internet resources to view or disseminate obscene material is also prohibited. Any such use of the library's computers or internet access will result in loss of computer privileges.

Internet Content: Providing access to information on the internet does not constitute endorsement of the content by the library. A patron may come across content that they find objectionable or inaccurate. The library disclaims any liability or responsibility for information obtained through the internet.

Personal Devices: Security for personal devices is the responsibility of the owner. Library staff may assist patrons with accessing library materials or services with privately-owned devices, but do not provide technical support.

Printing: Patrons may print up to 10 sheets free of charge for academic projects. Other printing will be .15 per page for black and white or .25 per page for color.

Saving documents: Patrons may not save documents to the library's computers, or they must delete the documents before leaving the computer. They may print documents for a small fee or save them on a USB drive. When working with documents patrons must follow copyright laws and software licensing agreements.

User Agreement: Users will comply with all the conditions contained in this policy. Failure to comply with the first request will result in the loss of computer privileges for that day. The second offense will be loss of computer privileges for a week. The third offense will be loss of privileges for one month. Further discipline for serious offenses rests with the Library Director and may be appealed by the patron to the Library Board.

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