

Ivan O. Davis - Liberty Library Public Computer Use Policy

General Policy:

In fulfilling our role as a service oriented Library and our mission of serving the community as a center of reliable information and promoting the evolving technologies available, the Library recognizes the vital role of technology to the community. The Liberty Library provides computers and services to the general public. Users are able to print from these computers and are charged a nominal fee for this service. We also provide wireless access for patrons who bring their own laptops or PDA devices. The Liberty Library will offer these services in a friendly and comfortable atmosphere for residents and visitors to the community.

The staff/volunteers will develop a familiarity with the technologies and use this knowledge to assist Library users to meet their needs. However, users should recognize that the assistance that any one person can provide is limited.

When patrons use a Library computer, they should sign their name on the sheet posted next to the computers. They are allowed a 30-minute time limit to ensure that all Library users have equal access to the resources. If no one is waiting, then they may continue to use the computer. If the computers are in use when someone arrives, they should write their name on the sign-in sheet to reserve their time. By signing this sheet, they agree to comply with the Computer Use and the Internet Safety Policies. Similarly, use of our wireless network constitutes acceptance of the policy and related procedures. These policies shall be posted in conspicuous places near computer terminals and shall also be available on the Liberty Library webpage.

Patrons may save data to their own preformatted discs or flash drives. They may not save to the hard drives of Library computers. If a working copy of a document is left on a Library computer, there should be no expectation that that document or file will be available at a future session.

Responsibilities of the Library:

- The Library does not monitor and has no control over the information available through the Internet, and specifically disclaims any warranty as to the information's accuracy, authoritativeness, timeliness, usefulness or fitness for a particular purpose.
- The Library assumes no responsibility for and shall have no liability for any direct, indirect or consequential damages arising from the use of its technology equipment, electronic resources, or connections to other Internet resources.
- The Liberty Library webpage is designed to offer easy and convenient access to valuable local, state, and national resources. These links have been selected as a service to help the user navigate the Internet. Selection as a link implies no endorsement by the Library as to content of a website, and users must be aware that content of external links may and will change without our knowledge.

Access:

Internet access in the Library allows access to ideas, information, images and commentary beyond the scope of the Library's collections, selection criteria and collection development policy. Some of the Internet material may be controversial. Court decisions over the years have interpreted the Library to be a "limited public forum" and, as such, the Library may not discriminate against constitutionally protected content or viewpoints.

The exception to the "limited public forum" doctrine is the federal Children's Internet Protection Act (CIPA). Under CIPA it is not acceptable for minors (Minors, according to Maine Law, are persons who have not reached the age of 18 years.) to receive any material deemed harmful. CIPA defines harmful as "any picture, image, graphic image file, or other visual depiction," which taken as a whole, depicts, describes, or represents, in a patently offensive way, an actual or simulated sexual act or sexual conduct and which lacks serious literary, artistic, political, or scientific value. **(See Ivan O. Davis - Liberty Library Internet Safety Policy)**

The adult area computers are designed for teen and adult use. The iPad computers in the Children's Room are intended for children ages 10 and under. The iPad computers in Children's Room do not allow access to a web browser.

Responsibilities of Users:

Library patrons use the Internet at their own risk. Use of Internet resources carries with it a responsibility to evaluate the validity and quality of the information accessed.

The Internet access should be used in a responsible and ethical manner consistent with the educational and informational purposes for which it is provided. Users of all ages must abide by the following restrictions.

Unacceptable use includes, but are not limited to, the following:

- Using the Internet for any illegal or criminal purpose that violates state or federal laws including committing fraud, hacking, or engaging in communications that are libelous or slanderous.
- Viewing child pornography.
- Exposing children to harmful or sexually explicit materials.
- Violating copyright law or software licenses.
- Modifying or damaging equipment, software, or data belonging to the Library or other users.
- Attempting to download, install or run any programs that have not been installed on the Library computers.
- Compromising the privacy of users.

Confidentiality and Security:

Due to their public location, absolute privacy for patrons using electronic resources in the Library cannot be guaranteed. There exists a possibility of inadvertent viewing by other patrons, either by watching the user's screen, a user may leave the screen unattended, or a user may remain logged-in to their accounts.

Users are requested to use headphones when listening to audio content.

Cell phone conversations must not disturb other people and we request that the conversation be conducted outside the Library.

By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb other people.

The wireless access provided by the Library is non-secured and potentially subject to monitoring by third parties within range of the building and with the technical capability to do so.

Patrons are responsible for protecting their privacy and the confidentiality of their information.

Enforcement:

Any person who engages in unacceptable use or whose computer use disrupts Library service, or violates this Policy may have their Library and/or computer privileges suspended or terminated, or may be asked to leave the Library. The Library Director may deny computer use privileges for a period of up to 1 year. The Director shall inform the person of the reason he or she is being denied computer use privileges and give that person a reasonable opportunity to state his or her response to the proposed denial. Any person denied computer use privileges can appeal the denial to the Library Board. An appeal to the Library Board shall not stay the Director's denial. The Library Board shall provide the person with an opportunity to be heard before deciding the appeal and may affirm, modify, or reverse the Director's denial.

The Library's computers are also subject to access by law enforcement authorities, acting through federal, state, or local law. The Library will cooperate in the prosecution of violations arising out of use of its computers for illegal purposes and activities.