

# **DERRY PUBLIC LIBRARY**

## **Comprehensive Computer and Internet Use Policy**

*Revised and Approved February 11, 2019*

As part of its mission to provide information for patrons in their pursuit of educational, personal, and recreational interests, Derry Public Library offers the use of computers for public access to the Internet, selected software, online catalog, and subscription databases. Wireless internet access via an open, unsecured wireless network is available without charge throughout the building to anyone who has the necessary devices and software. The library is not responsible for any damage, theft, or loss of equipment, software or data while using the library's network.

**The Derry Public Library, it's Trustees, and staff do not monitor and have no control over information on the Internet. The Internet contains many types of information and resources, including material unsuitable for minors. Parents and guardians are solely responsible for supervising the information their children view.**

### **GENERAL POLICIES**

- Library Internet computers may be accessed with either a valid Derry or GMILCS member Public Library card and a registered personal identification number (PIN). Patrons without a library card may request the use of a guest pass.
- Computers on the main floor are restricted for use to patrons 12 years old and above.
- Computers in the Children's Room are for use of children under the age of 12 with the exception of one 15 minute adult PC. The 15 minute PC is available for use by a parent/guardian/caregiver who is supervising a child while that child is actively engaged in the Children's Room. The caregiver, however, is still responsible for continuous supervision of the child.
- The library reserves the right to set time limits on any computer in the interest of fairly providing access to all patrons.
- The library reserves the right to restrict or terminate the user's library computer and Internet privileges for abuse of the conditions listed in this policy. Final decisions regarding inappropriate use rests with the Library Director and Board of Trustees.

### **PATRON RESPONSIBILITY**

- Computers and networks shall not be used for any fraudulent or unlawful purpose, including activities prohibited by local, state, or federal laws.
- The user is required to obey all applicable federal, state and local laws governing copyright, licensing and content restrictions.

- Responsible, ethical and legal use of library computers and library supplied Internet access is expected. Appropriate use includes respect for the rights and property of others.
- The user may download documents or software to library computers, or to personal memory devices; however nothing is permanently saved to library computers.
- Inappropriate use includes, but is not limited to:
  - Any purpose that violates applicable federal, state or local laws
  - Accessing pornography, obscenity or materials harmful to minors
  - Interfering with or disrupting other computer users, services or equipment
  - Attempting to gain unauthorized entry to other computer, information or communications devices or resources
  - Malicious, threatening, harassing or obscene behavior, including public display of obscene materials on a computer screen or in hard copy
- The user is liable for any damages deliberately done to library computers. Such damage shall result in denial of further access, loss of all library privileges, and possible criminal prosecution by the Board of Trustees.

#### **STAFF RESPONSIBILITY**

- Library staff shall make every effort to meet the service needs of a patron's access to computers and to library supported electronic materials.
- Staff cannot make changes to the configuration or software on a privately owned wireless device.
- Staff are neither responsible nor liable for any damage to the device and/or loss, damage, alteration or corruption of any software, data, operating system or files that may result from their assistance.
- The Library makes no warranty or guarantee of any kind regarding the technology assistance provided.

#### **BLOGS, PODCASTS, VIDEOCASTS, SOCIAL NETWORKING (Facebook, Twitter, etc.)**

- It is the intent of the library that a positive atmosphere be maintained when patrons post contents for public view.
- Contents should be relevant to the specific post to which they are attached.
- **The library reserves the right to delete spam, offensive language, and personal attacks.**

#### **DISCLAIMER:**

**The Derry Public Library, its Trustees and employees shall have no liability for any damages, including and without limitation, direct, indirect, consequential, compensatory, special, punitive, or incidental arising out of or relating to the use of our Internet computers, wireless network or website or the information and materials provided therein.**