

## **Internet & Computer Use Policy...**

The Hampton Falls Free Library believes in open access to information and is dedicated to providing education, information, recreation and inspiration to the community. It subscribes to and supports the American Library Association's Library Bill of Rights and its interpretations including the Freedom to Read and the Diversity in Collection Development statements.

The Internet is a global network of information accessible with a computer. It provides access to information and resources outside the town of Hampton Falls. This access is intended to provide yet another source of information to the citizens of Hampton Falls. Internet access in the Library is a privilege and requires that individual users act responsibly, obeying all local, state and federal laws and treating library materials and equipment in a responsible manner. Failure to obey library policies and procedures will result in loss of Internet privileges.

The Library does not monitor and has no control over the information accessed through the Internet. Not all resources on the Internet provide accurate, authoritative, complete or current information. Because of the open nature of the Internet, there may be areas deemed inappropriate. All patrons use the Internet at their own risk and are cautioned to use good judgment in doing so. Librarians will offer guidance and suggestions as to the most successful use of the Internet but cannot be held responsible for any information found on the Internet.

The Hampton Falls Free Library encourages parents to guide their children's Internet experiences in the same manner as they guide their children's television viewing and their reading materials. Parents are expected to monitor and supervise their children's Internet use. They are responsible for their own children's access to the Internet.

### Procedures:

1. The Hampton Falls Free Library offers Internet access free of charge to those who use these facilities. Parents must sign a consent form for children under 18. Children under 7 must be supervised by a parent.
2. Patrons may reserve one half hour at a time on the computer by either calling on the phone or coming into the library. If, after this time, no one is waiting to use the computer, patrons may continue until someone else wants it.

### Guidelines for Use:

1. Use of computer resources in violation of civil and/or criminal law at the federal, state or local levels is prohibited. Some examples these are: promoting a pyramid scheme, receiving, transmitting, or possessing child pornography (see 18 USC 110 of the *US Code*), infringing copyright, and making bomb threats.

2. Harassing or threatening use is prohibited. Some examples of this include discriminatory harassment, display of offensive or sexually explicit images and repeatedly sending unwelcome, offensive, or sexually explicit Email or other electronic communications.
3. Disguised use is prohibited. Users are prohibited from masquerading as or impersonating others.
4. Harmful use is prohibited. Users must not knowingly distribute or launch hoaxes, computer viruses, worms or other rogue programs intended to compromise computer or network resources.
5. Manipulating the computer's operating system, setup, or files is prohibited. This includes changing the home page and adding or altering screen savers. Users are prohibited from loading their own software or downloading software from the internet. Files may be downloaded to user supplied jump drives or an external storage device. Abuse of the hardware and/or software will result in the user being denied the use of the library's workstations. Users will be held responsible for any damage to equipment or software caused by abuse.
6. The Library staff has the right to discontinue computer privileges and/or end a current session for anyone not following Library policy. In the event that a staff member has asked you to end a session that you believe to be in conformance with library policy, you must comply with the staff member's request. You will be offered the opportunity to present your case at the next regularly scheduled meeting of the Library's Board of Trustees. The decision of the Board of Trustees will be final.

I agree to abide by the conditions of the Hampton Falls Free Library's Internet Use Policy and certify that I have read and fully understand the guidelines. I agree to be responsible for any damage to the equipment caused by my use.

Date \_\_\_\_\_

Name \_\_\_\_\_ Card# \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

If under 18, parent's signature \_\_\_\_\_

Adopted August 23, 2012  
Revised May 28, 2015