



## The Middleburgh Library

*Dr. Best House and Medical Exhibit*

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[www.middleburghlibrary.info](http://www.middleburghlibrary.info)

### Policy – Middleburgh Library Computer and Internet Use Policy

The Middleburgh Library provides educational, informational and recreational resources to patrons of all ages, cultures, abilities and interests. It offers access to information of all types in a wide range of formats, including electronic.

The Internet is viewed as yet another tool or resource tool used to provide information beyond the confines of the Library's own collection. This technology allows access to ideas, information and commentary from around the world, and is compatible with the Library's endorsement of the Library Bill of Rights; the Freedom to Read Statement; and with the policies, goals and objectives of the Library.

#### Choosing and Evaluating Sources

Patrons should be aware that the Internet is an unregulated entity with a highly diverse user population and information content. Therefore, the library patron uses the Internet at his own risk and needs to be a good information consumer and evaluate the validity and appropriateness of information just as they would any other resource.

#### Disclaimer

Since the Internet is a global electronic network not governed by any entity, its available resources may contain material of a controversial or mature nature. The Middleburgh Library does not censor and has no control over the information accessed through the Internet, and cannot be held responsible for its content. The Library assumes no liability or responsibility for what is viewed by patrons or left on the screen to be viewed by a subsequent patron. Library users are responsible for the address points they reach and should be aware that not all sources on the Internet provide accurate, complete or current information.

The Middleburgh Library cannot guarantee computer viewing privacy, nor can the library guarantee the privacy of information sent or received over the Internet.

#### Guidelines

1. Patrons wishing to use a computer must sign in with their first and last name at the circulation desk, except for searching the library catalog. **No library card is required for computer use.**
2. Access to the computers is provided on a first-come, first-served basis.

3. Computer time will be limited to 30 minutes when others are waiting. Priority for computer use goes to individuals conducting job searches, typing resumes or completing homework assignments.
4. A patron may use only one computer at any one time.
5. No more than two people may sit at one terminal at a time.
6. There will be a charge of .10 cents per page for black & white copies and \$1.00 for color copies. Students may print out material free of charge if it is for a school assignment.

### **Rules Governing Use**

The Library is a public and open environment. Users may not:

- Invade the privacy of others.
- Make any attempt to damage the Library's computer equipment or software.
- Engage in any activity that is harassing or defamatory.
- Use the Internet for any illegal activity, including violation of copyright.
- Send or display text or graphics that may reasonably be construed by the Library staff as offensive to the public. The display or transmission of sexually explicit graphic material, obscenity or disruptive text, files or images, or materials harmful to minors is inappropriate and prohibited.

### **Access by Minors**

1. Parents are responsible for their children's use of computers.
2. As with all other library materials, parents or legal guardians, not the library staff, are responsible for the Internet information selected and/or accessed by their children.
3. Parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their own children. Parents or legal guardians should guide their children in the use of the Internet and inform them about materials they should not use. There may be material on the Internet which parents would consider inappropriate for their children to view.
4. The library cannot assume the parent's responsibility to monitor the child's Internet use to see if it conforms to the parent's standards. Only parents may restrict their children from access to Internet resources available at the library.
5. Parents are advised to supervise their children's computer sessions and to encourage them not to give out personal information, such as names, addresses and phone numbers.

## **Public Users' Security**

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users/activities. However, the Middleburgh Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the library.

## **Compliance**

While respecting individual users' rights to privacy, staff reserves the right to monitor the use of the computer workstations to ensure compliance with this policy. Misuse or abuse of Library computers or Internet access may result in the suspension of Library privileges.

- Staff will take appropriate action as they become aware of violations. Violations of these rules may result in a shut-down of a computer station, the suspension of computer privileges, and possible referral to appropriate authorities.
- Any illegal activity involving the use of the Library's computers, including the Internet, will subject to prosecution by the appropriate authorities.

## **Computer Use Assistance**

The library staff is available to provide limited assistance in basic computer and Internet use, such as logging onto the Library's catalog and databases and to the Internet, and to give very general advice on searching methods or printing. The staff cannot, however, provide computer training.

*Approved August 8<sup>th</sup>, 2016*