

Tewksbury Public Library Policy INTERNET ACCESS AND LIBRARY NETWORK USE

The Tewksbury Public Library has established this policy to inform library users of their rights and responsibilities for using wired or wireless internet connections on Library property regardless of whether or not the device or computer is provided by the Library.

Throughout its history, the Tewksbury Public Library has made information available in a variety of formats including print, microform, audiovisual and electronic. The Library's computer system provides the opportunity to integrate electronic resources with its other resources. The Library's goal in providing wired or wireless access to the internet is to enhance its existing collections in size and depth, and to give anyone who wishes to use these resources an opportunity to do so.

The internet is a global entity with a highly diverse user population and information content. While there are numerous excellent and reliable sources of information on the internet, not all sources provide accurate, complete, or current information. The Library recommends that internet users verify a source before citing it or using information. Since the Library does not monitor and has no control over the information on the internet, the Library cannot be held responsible for internet content. Patrons use the internet at their own discretion.

The Tewksbury Public Library encourages parents to search the internet with their children. Restriction of a child's access to the internet is the responsibility of that child's parent or legal guardian. The Library does not act *in loco-parentis*.

The Tewksbury Public Library expressly disclaims any liability or responsibility arising from access to, or use of, information obtained through its electronic resources, or any consequences thereof. The Library also disclaims any liability or responsibility for damage to patron property while in use at the Library (e.g., laptops, removable media, and other devices).

The Tewksbury Public Library endeavors to maintain access to the internet. However, technical, mechanical or other problems may interrupt service. The Library cannot guarantee that wired or wireless service will be available at all times. The Library is not responsible for problems that may arise when patrons are unable to connect to the internet.

Library staff will make reasonable efforts to assist patrons in their use of the computers, but library staff may only provide instruction to a certain extent. The Library staff will do their best to provide more involved instruction as time is available and may require patrons to make a future appointment to do so. The library staff may recommend search strategies and make suggestions as to which websites, books or electronic databases might best answer a patron's questions.

Library staff members may help patrons troubleshoot connections to the wireless network or how to access electronic materials through verbal instruction, but we cannot accept the liability of physically handling personal devices.

Policy voted and adopted on: August 29, 2006

Policy last reviewed and amended on: March 10, 2015; March 9, 2021

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Procedures governing use:

1. Individuals must use a valid MVLC library card to log in to the computer. A guest pass may be used if the patron does not have a library card.
2. Individuals can use library computers for up to 60 minutes per session. Patrons are allotted no more than 2 sessions per day if computers are available. Sessions times will not be extended past 120 minutes in order to ensure that computers remain available for others to use.
3. Individuals must cooperate with Library staff as required to ensure equitable computer use and a safe computing environment.
4. Privacy or security cannot be guaranteed on the Library's public workstations or on the Library's network when accessed via laptops/tablets or hand held devices. Assume that user activity will be seen by others.
5. The cost of printing is posted when a user sends an item to be printed.
6. Individuals cannot save or download items for future use on Library computers. Please bring a portable memory device if you will need to save or download from Library computers. Ask a librarian if you need assistance with this task.
7. Computer or device sound must be muted or headphones should be used to listen in most areas of the Library.
8. Individuals must read and agree to this policy before using Library provided computers.

Prohibited uses:

1. Individuals shall not in any way alter the software installed on Library computers or the library's wireless network(s).
2. Individuals shall not damage computers, printers, scanners, or other machines provided for public use.
3. Individuals shall not violate software licenses or copyright laws while using the Library's computers. Compliance with Title 17 of the US Code (copyright protection) is the user's responsibility.
4. Individuals shall not view excessively violent or any nude or pornographic images over the Library network. This prohibition includes library computers, and personal computers/laptops and hand held devices that are accessing such content and utilizing the Library's network.
 - a. Violent still and/or moving images that are excessive in content, and not an historical or current account of a world event, will not be allowed to be viewed over the Library's internet connection.
 - b. Images of nude bodies, and/or pornographic images, will not be allowed to be viewed over the Library's network as this may constitute a potential source of sexual harassment of other patrons or Library staff members.
5. Individuals shall not engage in any illegal activities over the Library's network.

Individuals found violating any of the prohibitions above will be instructed to stop their actions, surrender the remainder of their time allotment, and will be prohibited from using the Library for the rest of the day.

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Subsequent violations will be handled thusly: user will be prohibited from using the Library's *network* for 7 consecutive days and then for 60 consecutive days. After a violation which results in a 60 day prohibition, if the behavior occurs again, the Library Director may prohibit the user from entering the *library grounds and the building* for a longer period of time.