

Tewksbury Public Library Policy

COMPUTER USE AND INTERNET ACCESS

PURPOSE

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

POLICY

The Tewksbury Public Library, the Board of Library Trustees and the Town of Tewksbury expressly disclaim any liability or responsibility arising from access to, or use of, information obtained through 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 believes that parents are the best people to make decisions about what intellectual and cultural information is sought by their own children.

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

The library does not monitor and has no control over the information on the internet and the library is not responsible for content found on the internet. Patrons go online at their own discretion.

POLICIES GOVERNING USE

1. The Tewksbury Public Library endeavors to maintain access to the internet during open hours. However, technical, mechanical or other problems may interrupt service and the library cannot guarantee availability.
 - a. The library is not responsible for problems that may arise when individuals are unable to connect to the internet.
2. Individuals must use a valid MVLC library card or a guest pass to log on to a computer.
3. In order to provide equitable access for all, individuals can use library computers for up to 60 minutes at a time.
 - a. If computers are available, patrons can request additional time, not to exceed 180 minutes per day.
4. Individuals shall not in any way alter the software installed on library computers or the library's wireless network(s), nor shall they download software to the library network or computers.

Policy voted and adopted on: August 29, 2006

Policy last reviewed and amended on: March 10, 2015; March 9, 2021, November 14, 2023

Tewksbury Public Library Policy
COMPUTER USE AND INTERNET ACCESS

- a. Individuals shall not damage computers, printers, scanners, or other machines provided for public use.
 - b. Individuals shall not violate software licenses or copyright laws while using the library's computers and network.
 - c. Compliance with Title 17 of the US Code (copyright protection) is the patron's responsibility.
5. Individuals shall not engage in any illegal activities over the library's network.
6. Library staff members will make reasonable efforts to assist individuals in their use of library computers.
 - a. Library staff members may provide assistance in using computers, peripherals and personal devices to access library resources, but are limited in the amount of time and attention that can be paid to one person. Library staff may request patrons to make a future appointment for further instruction.
 - b. Library staff may recommend search strategies and make suggestions as to which online material or other resources might best answer a patron's questions.
 - c. At no time will library staff members enter patron personal information into a webform, including login/usernames or passwords, account numbers, nor fill out forms for a patron or assist them with online testing.
7. Privacy and security cannot be guaranteed while using the library network and computers.
 - a. Please assume that your activity will be seen by others.
 - b. For your security and peace of mind, please log out of any accounts you accessed while using library computers.
8. The cost of printing is posted when a patron sends an item to be printed.
 - a. The library reserves the right to limit the amount of printing sent to the printer, in order to manage everyone's access to the printer.
 - b. Only paper provided by the library can be used in library equipment.
9. Individuals cannot save or download items for future use on library computers.
 - a. Please bring a portable memory device if you will need to save or download from library computers.
 - b. Ask a library staff member if you need assistance with this task.
10. Headphones are required throughout the library except the study rooms if you wish to listen at the computers. Headphones are available at the Reference, Children's or Teen Desks for a nominal fee.
11. Individuals shall not view excessively violent or any nude images, with exceptions noted below, over the library network. This prohibition includes library computers, and personal computers/laptops or devices that are accessing such content while using 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. Still and/or moving, images of nude bodies, except those that are representations of art history or an historic event, 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 and library staff members.

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12. Individuals found violating any of the prohibitions in this policy 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.
 - a. Subsequent violations will be handled thusly:
 - i. The user will be prohibited from using the library's *network* for 7 consecutive days
 - ii. The user will be prohibited from using the library's *network* for 60 consecutive days.
 - iii. After a 60-day prohibition, if the behavior occurs again, the Library Director has the authority to ban the user from using the library's *network* and entering the *library grounds and building* for a longer period of time.