



Computer and Internet Use Policy

The Brimfield Public Library District is committed to providing equitable access to public computers and the Internet, as well as to basic technology services such as printing, scanning, and faxing. Users of the Library's public computers, Internet, and technology equipment are expected to follow all policies governing appropriate Library use.

Acceptable Use of Computers and Internet

Patrons who use the Library's public computers, technology equipment, and Internet are required to adhere to the guidelines set forth in this and all other Library policies.

Examples of unacceptable use include, but are not limited to, the following:

- Use of public computers that in any way violates Federal, State, or Local law.
- Harassment, libeling, or slandering other users.
- Destruction of or damage to equipment, software, or data belonging to the Library or other users.
- Use of public computers that in any way violates licensing and payment agreements between the Library and network/database providers.
- Unauthorized duplication of copyright protected material or violation of software license agreements.
- Violation of system security.
- Behaving in a manner that is disruptive to other users or Library staff.

Violations

- Persons violating any aspect of this policy will be informed by staff that their computer use is terminated for the remainder of the day.
- The Library reserves the right to extend suspension of computer and Internet access for egregious or repeat violations. Any questions regarding this procedure should be referred to the Director.
- The Library will take necessary action, up to and including legal action, against anyone violating Library policy.

Limitations and Disclaimers

- Computer and Internet access is provided as a public service free of charge on an as-is basis with no guarantee and no warranty. The Library's equipment is subject to periodic maintenance and unforeseen downtime.
- During times of peak usage, access to computers may be limited.
- By using the Library's computers, equipment, and Internet, patrons agree and hereby release, indemnify, and hold harmless the Brimfield Public Library District, its officers and employees, and any affiliate, from any damage, either direct or indirect, that may result from use of the aforementioned resources.
- At its sole discretion, the Brimfield Public Library District may limit or terminate computer and/or Internet access at any time without prior notice.

Internet Content

The Library cannot control the information obtained from outside sources via the Internet. Internet resources enhance and supplement resources that are available locally within a library. However:

- Information obtained via the Internet may or may not be reliable, accurate, or current.
- Particular information sites on the Internet may sometimes be unavailable.
- Certain information obtained via the Internet may be considered controversial by some library patrons.
- Brimfield Public Library District urges patrons to be informed consumers and carefully evaluate information obtained via the Internet.

The Library is not responsible for damages, indirect or direct, arising from a patron's use of Internet information resources.

Privacy and Security

Patrons have the right to privacy to the extent possible in the public setting. However, users should be aware that the location of some public computer workstations might enable a session to be viewed easily by others.

Library public computers are in public areas that may be shared by Library users of all ages and backgrounds. Individuals are asked to consider this when accessing potentially indecent or harmful materials and images. Although Library staff cannot consistently and effectively monitor the public's use of the Internet, the Library reserves the right to ask individuals to discontinue the display of information and images which causes a disruption. Additionally, the Library reserves the right to terminate a computer session at any time.

Patrons should be aware that because security is technically difficult to achieve, there exists the possibility of electronic transactions and files becoming public. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. The Library assumes no liability for the loss or damage to the user's data or for any damage or injury arising from the invasion of the user's privacy.

Internet Filtering

The Library complies with the Children's Internet Protection Act (CIPA) to protect children ages 16 and younger from materials that might be harmful to minors. All Library computers are equipped with Internet filtering software, which are designed and intended to block sites deemed to be inappropriate for general audiences. Adults (17 years old and older) may request that a certain site be unblocked, for bona fide research or other lawful purposes. Such requests will be granted at the discretion of Library staff and may be denied for any reason in order to comply with Library policy or otherwise.

Minors under the age of 17 years are not allowed to access a computer with unfiltered Internet access at any time. Minors under the age of 17 years old may not accompany an adult who is accessing a computer with unfiltered Internet access at any time.

All Internet filtering software installed on Library computers has been purchased from a commercial vendor. The Library does not maintain that the installed filters effectively filter all or any inappropriate materials from access within the Library. The Library is not responsible for damages, indirect or direct, arising from access, whether voluntarily or involuntarily, to inappropriate or offensive Internet sites within the Library, regardless of the age of the user or whether arising from the deficiency of the filter or its installation.

Children's Access to Public Computers

The Library recognizes that the Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet and Library technology. Library staff are unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use of public computers.

Customer Assistance and Instruction

If patrons have difficulty in using public computers, Library staff will help them as outlined in the Library's Reference Services Policy.

Patrons who are not able to use a computer unaided are encouraged to invite a friend or family member who is a more experienced computer user to accompany them to the Library. If such assistance is unavailable, patrons are encouraged to schedule a one-on-one help session with a Librarian prior to beginning computer use.

Computer and Internet Use Quick Facts

- Anyone is allowed to use the Library's public computers. Library cards are not required, but definitely encouraged!
- Patrons must agree to the Library's Terms of Use before beginning a session on a public computer.
- Computer use will be limited to a one-hour session or less if others are waiting.
- Computers will be shut down 15 minutes before closing.
- Computer memories are reset after each user, so no information is saved. Please bring a USB flash drive to save your work or purchase one from us for \$5.
- Patrons can print from any public computer.
 - 20 cents per black and white page; 30 cents per color page