Hamburg Public Library

INTERNET AND COMPUTER USE POLICY

Adopted: January 8, 2007

Reviewed: April 4, 2011, February 3, 2014, October 3, 2015, November 2, 2020

Policy

The Hamburg Public Library recognizes that computer use has become an integral part of library activities. The library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the library's other resources. The library strives to balance the rights of users to access information resources with the rights of other library users to work in a public environment free from sounds and images intended to harass other library users or library staff.

Regulations

All computer and Internet resources accessible through the library are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using library resources and facilities. In the case of minors, it is a joint responsibility of the user and the parent or guardian. The public library, unlike schools, does not serve *in loco parentis* (in place of a parent).

The user is responsible for correct and sufficient use of the computer and tools available for maintaining the security of information stored on the computer system. The library encourages all library patrons to be informed users and carefully evaluate any information obtained via the Internet. The computer user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being a victim or unwilling distributor of the processes. 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 loss or damage to the user's data or for any damage or injury arising from invasion of the user's privacy or confidentiality.

Legal Use – Computers and computing resources may only be used for legal purposes by the public and the library staff. Examples of unacceptable purposes include, but are not limited to, the following: harassment of other users; libel or slandering other users; destruction of or damage to equipment, software, or data belonging to the library or other users; unauthorized computing or disrespect for copyright protected material and licensing agreements. Internet computers will not be used by anyone, including minors, for illegal activity, to access illegal materials, or to access materials that by local community standards would be obscene.

Library employees are authorized to take prompt and appropriate actions to enforce the Library's Behavior Policy, and/or to prohibit use by persons who fail to comply with the Computer Acceptable Use Policy as stated or implied herein.

Procedures for Access

1. Users may sign up to use the Internet on a next-available-computer basis.
2. Access sessions will be limited to thirty minutes. After the access time is over, continued Internet use may be authorized by library staff, if no one else is waiting.
3. The Librarian may establish the number of access sessions available per day, per user; such limitations will be dependent on specific demand (e.g., homework) in order to provide access for a variety of users.
4. By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb other users or library staff.
5. Files may be printed or saved. Printing from the library computers may be done at the cost of twenty cents per page. Staff is willing to assist in printing procedures prior to patron selecting print. Remember to use print preview when possible. Personal diskettes, CD-RW and USB flash drives may be used to save files. Diskettes / CDs for downloading information may be purchased at the circulation desk.

Wireless Internet Access

Free wireless Internet access is available at the Hamburg Public Library. You don't need a plug or phone jack, just turn on your notebook/laptop computer or other wireless device and start surfing. You will need a notebook/laptop computer or other wireless device with 802.11b or 802.11g wireless networking.

Limitations and Disclaimers – The wireless internet access we offer is unfiltered. By choosing to use this free service, you agree to abide by the above regulations and procedures, which state the limitations of internet access, your responsibilities for using that access, and provide examples of acceptable and unacceptable uses.

The library's wireless network is not secure. Information sent to and from your notebook/laptop computer or other wireless device may be captured by anyone else with a wireless device and the appropriate software.

Library staff is not always able to provide technical assistance and no guarantee can be made that you will be able to make a wireless connection.

The Library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to our wireless access.

Policy Subject to Revision

Since this technology is constantly evolving, the Library's "Computer Acceptable Use Policy" may be revised from time to time.

Reviewed by the Hamburg Public Library Board of Trustees_____