

**Town of Chester Library
Internet and Computer Use Policy**

INTERNET POLICY

In keeping with its stated mission, The Town of Chester Public Library provides free and open access to information and services that can be used for informational, educational, and recreational purposes.

All Internet resources accessible through the Library are offered equally to all Library users.

The Library is dedicated to the principle of the free flow of information and does not use filtering software. The Library cannot be responsible for content, security or reliability of internet sites. It is the user's responsibility to exercise judgment and discrimination in evaluating sources of information for accuracy, reliability, timeliness or completeness.

It is to be expected that on occasion, due to technical or other difficulties, internet services or specific websites may be unavailable.

The Library is not responsible for the loss of user's data or files.

As with print material, it is the right and responsibility of parents to monitor their children as they explore this resource. Library staff cannot act as a substitute parent or be responsible for children on Internet terminals.

Users have the right of confidentiality and the right of privacy. However, security is technically difficult to achieve because computers are located in a public area. Electronic transactions of information and viewing screens could become public. As a result, the Library cannot guarantee privacy or confidentiality. Users are individually responsible for honoring and respecting each other's privacy and confidentiality while using computers.

All users are required to follow the Library Rules for Computer Use.

**Town of Chester Public Library
Rules for Computer Use**

The library offers 2 types of computers for patron use. Wired computers operate through the SALS network. Wireless laptops operate through the library's WIFI network.

Access

All internet resources accessible through the Library are offered to all Library users. It is the right and responsibility of parents to monitor their children's use of the Internet. Library staff are not responsible for the use of the Internet by unsupervised children.

Sign in

Before using wired computers, patrons must sign in at the circulation desk, affirming that they have read and understood the Library's computer policies, a copy of which is available on the bulletin board in the computer room or from staff.

Library laptops are available to patrons for in-house use only. They can be checked out at the circulation desk by leaving a driver's license and contact information which will be returned when laptop is returned. There is no need to sign in, as library WIFI stats are kept electronically and reported monthly to the library.

Wireless users using their own equipment are also not required to sign in.

Time

Time limit per user is normally enforced only if there is a waiting line for computer use. In these situations computer users are limited to 30 minute sessions. If no one is waiting, there is normally no time limit on computer use.

Printing

Printing service is available for wireless and wired Library computers. Pages are printed at the circulation desk printer and can be picked up and paid for at the desk. There is no charge for the first 3 printed pages. Additional pages will be charged at the rate of 25 cents per page.

Assistance

As time permits, staff may help patrons with computer/Internet/wireless device use on a basic level but are not available to offer on-the-spot or in-depth training or assistance.

Software

Library computers are configured to NOT allow the downloading or saving of items to the computer's hard drive. Library computers are NOT configured to accept the use of any non- Library software. Those wishing to download or save personal files may do so to a personal flash drive. The Library assumes no responsibility for accuracy, degradation or loss of user's personal files.

Caution

Wireless computers and devices operate through an unsecured system. There should be NO assumption of privacy when using the wireless system. Wired Library computers have data protection software installed, but being used in a public setting, privacy cannot be guaranteed particularly when using the Internet.

Restrictions/Illegal Activities

Patrons may not use the library's computers to perform illegal activities. Illegal computer activities will be brought to the attention of the Library Board of Trustees and could result in loss of library privileges.

Library policies on the proper use of materials also apply to electronic resources. Library patrons are expected to comply with all local, state and federal laws while using the Internet. Examples of illegal or restricted activities include:

- Access to "obscene material" as defined by local, state and federal statutes.
- Damage of computer equipment or software or activities that cause degradation of system performance. Hacking, alteration or destruction of software configurations.
- Violations of copyright law or software licensing agreements.
- Use of workstations to circumvent or violate local, state, federal, or international laws.
- Engaging in any activity which is disruptive, libelous, or slanderous to others.

- Engaging in commercial activities involving on-line financial transactions which might incur costs to the Library.

Any Library staff member who observes a person viewing alleged obscene material or engaging in restricted or illegal activities will direct that person to remove the material from the computer screen and refrain from viewing such material or engaging in such activities in the future. Any person who refuses to comply with these directions will be asked to leave the Library premises. Law enforcement personnel may be called to enforce compliance with such a request. Library staff then has the right to temporarily suspend Internet and/or Library privileges until the incident is discussed at the next meeting of the Library Board of Trustees. In addition, failure to adhere to these restrictions and prohibitions may subject the user to prosecution under local, state, or federal law.

The Library reserves the right to change this policy without notice.

Revised by the Board of Trustees on 4/27/2022