

Ledyard Public Libraries Computer/Internet Policy

Introduction

Ledyard Public Library provides free access to a diversity of ideas, resources and experiences in a variety of formats including online access to the Internet. It is the policy of the Library to:

- prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

As required by CIPA, in order to remain eligible for certain federal funding, the Library has implemented filtering software on all of its Internet-accessible computer terminals. To the extent practical these filters shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Use by Minors

The Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to Library materials and resources, including those available through the Internet.

A parent or legal guardian of a minor under 17 years of age must sign the minor's application for a library card and approve access to the Library's computer resources.

Internet Safety

The Library will take steps to promote the safety and security of all users of the Library's online computer network.

However, the Library is not and cannot be responsible for maintaining the privacy or confidentiality of personal or personally identifiable information provided by a user to a third party via the Internet.

Inappropriate Network Usage

Unauthorized access to the Library's computers, databases, network, hardware or software settings is prohibited.

Specifically, as required by the Children’s Internet Protection Act, inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking’ and other unlawful activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Damage to the Library's computer resources also is prohibited.

Users must comply with applicable copyright laws and licensing agreements.

Violation of these rules may result in the loss of Library privileges.

Usage Guidelines:

- **Hours of Use:** Computer workstations are available for use during the hours that the library is open to the public. The WiFi network is available outside of the building 24/7
- **Registration:** Users are required to check out a computer workstation in the library with a valid library card or another form of identification.
- **PAC:** PACs (Public Access Catalogs) are not considered computer workstations. These serve primarily as the online catalog to the library’s holdings and patrons are asked to use them primarily to search for books or use the magazine index.
- **Children:** Children under 9 must be accompanied by an adult to use a computer workstation. Children under 17 who wish to use the Internet must have a parent or guardian complete a permission form.
- **Time Limits:** The library does not impose a time limit on Internet use inside the library unless patrons are waiting. When others are waiting, user sessions will be limited to 2 hours for the computer (word processing, excel, etc.) or 1 hour for Internet. If you wish to use the Internet but all workstations are in use, please register at the circulation desk.
- **Training:** Library staff's availability to help users with basic computer use or with Internet access is limited. Users must have basic computer skills including the ability to use a mouse. The library has several resources available on the Internet and workshops may be scheduled from time to time.

- **Saving Files:** Files created may be temporarily saved to the hard drive. They will automatically be removed when the computer is shut down. You are welcome and encouraged to save your files onto an external device.
- **Fees:** No charge to use the computer. Printing charge of \$.10 per page (black & white), or \$.50 per page (color)-

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