

INTERNET USE POLICY

Please read the policy below before accessing
The Internet.

Purpose

The Robbins Library recognizes that within the community of Arlington there are groups and individuals with diverse interests, backgrounds and needs. The Library further recognizes and emphasizes that the public library is an institution of a democratic society and was established to serve all the people in the community.

The information and resources available on the Internet expand the library's information services beyond traditional collections and electronic resources. The Library offers access to the Internet via our membership in the Minuteman Library Network in response to the changing information needs of the community.

Electronic information and networking continues to be a rapidly developing area of public and private activity. The Library recognizes that these developments pose new challenges as well as new opportunities for the library board, the library staff and library users and their families. The Library believes that these challenges and opportunities are best addressed by adherence to the fundamental principles of traditional library use and the principles of a democratic society.

The Library offers Internet access to support its mission, which is "to be a vital community resource, cost effectively providing residents with a broad range of materials, and services to assist them in leading satisfying lives in our complex world."

POLICY

Responsibility of Users

- All Library patrons, by making use of the Library's Internet access through either the wired computers or its wireless network, shall be deemed to have agreed with this Internet Use Policy and Procedures. A notice to this effect shall be posted near the Library's computers and at various locations throughout the library.
- The Library's computers are to be used for educational, informational and recreational purposes only. The Library's computers are not to be used for unauthorized, illegal, or unethical purposes. Users shall observe all applicable municipal, state and federal laws. Illegal use of the Internet is prohibited and subject to prosecution by local, state or federal authorities. Transmission and/or receiving of child pornography are crimes.
- Users should bear in mind that the Library's computers are located in public areas shared by people of all ages and backgrounds and are expected to show consideration for others when viewing web pages. Adults are advised that while accessing and

viewing sexual material is within the law for an adult, the risk of exposure to children is significant. The patron viewing such materials may be asked to close a website.

- Other examples of unacceptable uses include but are not limited to: Accessing files, passwords or data belonging to others; damaging or altering hardware or software; unauthorized reproducing of copyrighted, licensed or other protected material; misrepresenting oneself as another user; harassing or interfering with other users.
- The Library staff will be the sole arbiter of what constitutes unacceptable content. Library employees are authorized to take prompt and appropriate actions to enforce the Internet Use Policy, and/or prohibit use by any persons who fail to comply with the Policy.
- Users who fail to comply after one warning forfeit computer usage for six months. **A second offense will result in a one-year forfeiture.** The library staff reserves the right to end an Internet session at any time. When and where applicable, law enforcement agencies may be involved.

Disclaimers

- While the Internet provides many valuable sources of information, there may be material that is outdated, inaccurate, illegal or offensive to some individuals. Any single local state or federal authority does not control the Internet. As information consumers, users must evaluate the validity and desirability of information found. The Library does not exercise any control over the information and is not responsible for its content. There are Library and Internet resources that can offer assistance to users in evaluating Internet sources.
- The Library does not guarantee privacy or confidentiality of information or files entered into its Internet computers. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities on the Internet. The Robbins Library, however, will not release information on the use of specific Internet resources by members of the public except as required by law.
- Though the Library's software scans for viruses, the Library assumes no responsibility for viruses, which may be received while downloading files from the Internet. The Robbins Library and the Town of Arlington shall not be responsible for damage to a patron's diskette or computer, or for any loss of data, damage or liability that may occur from patron use of the Library's computer.
- All users of this service agree to hold the Town of Arlington, Robbins Library, its Director, Board of Trustees and all employees of the Town harmless from any and all claims, losses, damages, obligations or liabilities including the cost of litigation, resulting directly or indirectly from their or other's use of the Internet caused thereby

or arising there from. In no event shall the Town of Arlington, Robbins Library, its Director, Board of Trustees and employees have any liability to any third party. The Library assumes no responsibility for any damages, direct or indirect, arising from the use of its computing resources.

Use by Children and Young Adults

- Internet resources through the Library are provided equally to all users regardless of age. The Library upholds the right of each individual to have access to constitutionally protected materials. A child's access to the Internet, as well as access to other materials, is the sole responsibility of the parent or legal guardian. The public library, unlike the schools, does not serve "in loco parentis" (in place of a parent). The Library recognizes the right and responsibility of parents and/or legal guardians to guide, determine and monitor their children's use of library materials and resources. The Library strongly encourages parents or legal guardians to provide their children with guidelines about acceptable use and to visit Internet sites with them. Parents who wish to limit or restrict the access of their own children should supervise their child's Internet sessions. To assist parents, the library may install filtering software to limit access to some Internet sites at workstations in the Children's Room. Filtering software may not block all materials that users might find offensive.
- Children and young adults are strongly advised, for safety reasons, not to give any personal identification information (name, address, telephone number, email address, etc.) about themselves or others, when using Web sites, in email or during chat sessions.
- The Library provides recommended sites for children on the Library homepage. In selecting these sites the library staff uses the same criteria that it does when selecting materials to be added to the collection.

Procedures

- A maximum of 2 people are allowed at an Internet station at any one time.
- Computer use is by self-service, time-controlled signup.
- Staff are happy to assist beginning users of the Internet with a short orientation as time permits. However, staff cannot provide in-depth personal training.
- Printing costs are currently .15 per page.
- To maintain the system in good working condition for all users, some functions have been disabled. Patrons may not use personal software or alter or reconfigure the library's computers or software. Saving information from a database or website or uploading

information as an email attachment is possible using a floppy disk or keychain thumb drive.

- Library staff will utilize Incident Report Forms to record warnings to patrons who have failed to comply with this policy.

Adopted by the Robbins Library Board of Trustees, November 20, 1997.

Amended June 23, 1999

Updated February 8, 2005

Updated October 11, 2006