



NPL Internet and Computer Use Policy

The use of any public computer workstation in the Newburyport Public Library or access to the Library's wireless network constitutes acceptance of this Internet Safety and Computer Use Policy. Patrons reaffirm this agreement each time they access the Internet in the Library. Failure to comply with library policy may lead to the loss of computer and/or library privileges.

INTERNET ACCESS POLICY

- The Newburyport Public Library provides equal user access to information that is available through the Internet. Computers are available on a first come first served basis. The Library cannot guarantee access to a public computer.
- The Newburyport Public Library endeavors to maintain access to the Internet. However, technical, mechanical or other problems may interrupt service. The Library is not responsible for problems that may arise when patrons are unable to connect to the Internet. Additional computer time is not guaranteed after an interruption of service.
- The Library offers free wireless Internet access. This is an open, unsecured public network. The Library assumes no responsibility for the security or safety of equipment, personal information, or data files resulting from connection with the Library's wireless network. Librarians are able to provide limited technical assistance, but no guarantee can be made that patrons will be able to make a wireless connection.
- Laptop computers and other electronic devices may be used in the Library provided that the setup and use does not interfere with walkways or alter the setup of Library network equipment.
- The Library is not responsible for monitoring personal electronic devices in the Library.
- The Newburyport Public Library assumes no liability for any loss, damage, or injury to a public computer user or network user's data, files, accounts, programs, or equipment. Furthermore, the Library assumes no liability for any loss, damage or injury to a third party that results from the actions of a public computer user or network user.
- The Library cannot be held responsible for the content of the Internet.
- The Library cannot be held responsible for the inability of patrons to access or use specific websites.
- Library patrons should note that information the Internet provides is not always accurate, complete or current.
- The Library does not keep a permanent record of patron logins, website visits or files created, but complete privacy on a shared public computer or network is not a reasonable expectation.
- The library will not tolerate use of its computers and/or network in any way that violates local, state or federal law.
- Library patrons must cooperate with library staff as requested to ensure equitable computer use and a safe computing environment. Failure to do so may result in loss of computer privileges.

ACCESS by MINOR PATRONS (under the age of 18)

- Parents, guardians, and care providers, not the staff of the Newburyport Public Library, are responsible for what their minors view or post on the Internet. Parents, guardians, or care givers who wish to limit or restrict their minors' access to the Internet must accompany minors while they are using the Internet in the Library. Just as parents and guardians are encouraged to discuss appropriate use of other library materials, the Library encourages parents and guardians to discuss with their minors the appropriate use of electronic resources available through the Internet.
- Children age 11 and under should use the public computers located in the Children's Room. In order to use a computer outside the Children's Room, children aged 11 and under must be accompanied by an adult aged 18 and over.
- Teen Loft public computers are reserved for use by young adults, specifically students in grades 6 through 12.

PROCEDURES GOVERNING USE

In order to make the limited computer resources available to as many people as possible, and to ensure they are used in a manner consistent with library policy, the Library has developed procedures and implemented systems to manage their use.

- Online catalog computers are designed to be used for the library catalog only and may not be used for other purposes.
- Access to the public computers is controlled by a PC management system. Local library patrons must log in to the computers using their own library card number. Using someone else's library card and login information is against library policy and will result in revocation of computer privileges for both parties. Out-of-town occasional visitors can get a guest pass from the 2nd floor Reference Desk.
- Public computer use is limited to a total of up to four hours per day. Express computer use is limited to fifteen minute nonconsecutive sessions.
- Library patrons are guaranteed no more than two hours per day on public computers.
- Library staff may reserve computers for classes, training, scanning, or other library purposes.
- Printing costs 15 cents for every page printed. Patrons may pay by cash or check at the 2nd floor Reference Desk after printing.
- The Newburyport Public Library does not provide email accounts but patrons may use free online email services.
- No more than two individuals may be at each public computer station at one time.
- Downloading to the computer hard drive is not permitted. Saving to data storage devices is permitted on all public computers.
- Library patrons may plug any appropriate device into the front ports of the public computers as long as additional software or use of the library computer's hard drive is not needed. Library patrons may not remove anything from or plug anything into the back of the public computers.

UNACCEPTABLE USE

- Displaying images or video which are inappropriate for public viewing.
- Disturbing, threatening, intimidating or harassing other library patrons.
- Altering, destroying or damaging library equipment, software, systems, configurations or data.
- Unauthorized copying of copyright-protected materials.

- Distributing unsolicited online advertising, messages, or other electronic communication.
- Unauthorized online disclosure, use or dissemination of personal identification or information.
- Performing any action that violates local, state or Federal laws while using the library's computers or network.
- Using another person's library card or disclosing your library card number to another.
- Manipulating, avoiding, or subverting the public computer management and/or printing systems.
- Failing to pay for printing.
- Failing to use headphones when listening to audio content, and playing audio at a volume that could disturb other patrons.
- Failing to return headphones provided by the Library.

PENALTIES for UNACCEPTABLE USE

Library staff will issue a corrective warning to any person engaged in any of the above unacceptable uses. Any subsequent misuse of computer hardware or software will result in temporary or permanent loss of public computer privileges at the discretion of the library staff.

LIBRARY STAFF ASSISTANCE

- The staff of the Newburyport Public Library can provide basic assistance to patrons in finding the information they wish to view on the Internet. Staff cannot do extensive research for patrons.
- Library staff will make reasonable efforts to assist patrons in their use of public computers. However, they are unable to provide detailed instruction outside of scheduled training sessions. It is the patrons' responsibility to learn the programs they wish to use.
- Library staff can provide limited technical assistance for use of personal electronic devices and for wireless use.
- Patrons can schedule up to five one-hour Technology training sessions with a member of the Reference staff.

***Revised and approved: May 2, 2018
Library Board of Directors***