

## WELLS PUBLIC LIBRARY

### COMPUTER USE POLICY

#### General Statement

The Wells Public Library provides computer resources, including Internet and wireless access, to implement its goal of providing information to people of all ages in the community to further the pursuit of educational, personal and recreational interests. In keeping with principles found in the Library Bill of Rights, Access to Electronic Information Services and Networks, and the Freedom to Read Statement, the Wells Public Library provides equal access to all.

Responsibility for the use of any library computer rests with the person using it. As the library does not operate *in loco parentis*, responsibility for the use of a library computer by anyone under the age of 18 rests with the parent/guardian. The Internet is an unregulated medium that does not necessarily contain accurate, complete or current information. The Internet may contain pornographic, disturbing or illegal information or copyrighted material. The library has no control over and does not monitor access to or use of information available on the Internet.

Patrons using library computers or computer systems must use them in a responsible manner, respecting the rights of others and taking care of the equipment. Computer users are liable for any damage done to the equipment or software. The Wells Public Library is committed to providing an environment free from any harassment. Patrons are expected to avoid displaying on the screen material that may be objectionable to other patrons and staff members. Please be considerate of other users and library staff and patrons.

Patrons use the library's computer resources at their own risk. Loss of a patron's time, work or property shall not be the responsibility of the library for any reason. The library staff does not provide in-depth support for computer users and may not have time to assist patrons in setting up e-mail accounts.

#### Use of Computers in the Library

Patrons are not allowed to use any of the library's computers or computer resources for fraudulent, unlawful or malicious purposes, including but not limited to:

- Sending, receiving, printing or displaying any text or graphics that are legally defined by State of Maine law as "obscene" or "child pornography." (For more information see ME Revised Statutes Annotated Statute Title 17, Section 2911 (dissemination of obscene matter to minors) and Title 17-A section 281 et seq.;) )
- Transmission of unlawful material
- Unauthorized access, disclosure, use or dissemination of personal identification information
- Attempting to violate computer system security or software license agreements
- Spamming
- Unauthorized entry to any computer
- Knowingly transmitting viruses, worms, or any other malicious programs or codes.
- Harassment of an individual, business entity or group of individuals
- Denial of service attacks
- Violation of copyright laws
- Changing computer settings or access.

Please refer to our "Wireless Computing Guidelines" for information when using our wireless service (ask a librarian).

#### Time Limits and Non-Permitted uses

- Computer workstations are available to authorized users during library hours until 15 minutes before closing.
- Patrons may use a computer for up to 30 minutes at a time for a maximum of 60 minutes per patron per day. This time limit may be extended at the discretion of library staff if computer availability permits.
- Use of the Library's Internet computers requires a valid patron barcode from a Library Card, or Computer Guest Pass.
- Due to space and noise concerns, no more than two persons at a time may sit at any computer workstation.
- Access to computers will be denied to any library patron who has an invalid, expired or blocked card. Blocks are placed when fine amounts reach or exceed \$3.00. Please see a librarian if you see an error message about invalid or blocked access.

All computer/wireless users must read and comply with this "Computer Use Policy." Use of library computers and computer hardware or software, including the wireless network, constitutes acknowledgement that you have read and will comply with this policy. Failure to comply with this policy may result in loss of privileges of computer use, wireless service, other library services, and/or prosecution.

#### Right of Appeal:

The library has a "Policy on Appeals of Library Decisions Involving Library Policies," a copy of which is available upon request. Appeals may be made in accordance with that policy.

Approved by the Library Board of Trustees: January 11, 2006. / Revised and Approved May 2010