

## Computer Use and Internet Access Policy

### Gilman Public Library

The Gilman Public Library is pleased to provide access to electronic resources through our public access computers. Computers are available for public use during regular business hours, except during times of routine or emergency maintenance. The purpose of providing public Internet access is to provide equal access to the world of information available on the Internet for all individuals in the community. All Internet resources accessible through the library will be provided equally to all library users.

Since the Internet is a global electronic network, the Gilman Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet and its available resources may contain material of a controversial nature. The library is not responsible for the availability or accuracy of information accessed from network sites.

The following rules govern the use of the library computers:

- There is a 30-minute time limit for the Public Internet computers. If use of a computer results in disruption of library services or if behavior becomes inappropriate for a library setting, the library reserves the right to end the session at any time.
- One person at a computer at a time, unless permission has been granted by the staff for an additional person to be seated at the computer.
- Headphones are offered by the library and required for all computer activities involving sound.
- Black & white printing is available at ten cents a page and fifteen cents for 2-sided.
- A flash drive may be used to save information from a computer. The library is not responsible for any damage to flash drives when used in library computers.
- Individual software may not be installed or used to alter or attach equipment to the library's hardware or to attempt to bypass security features.
- Each user is responsible for complying with copyright law and adhering to software licensing agreements, as well as all local, state, and federal laws including, but not limited to, those concerning fraud, privacy or obscenity.
- No library equipment may be used to access child pornography material, and, in the case of minors, no material that is "harmful to minors", consistent with any applicable state or local law.
- Computer users must respect the need for privacy and sensibilities of other users.
- Library staff may be able to help with basic computer use and startup procedures, but may not be able to provide information on the use of each software program or website. In order to maintain compliance with CIPA (the Children's Internet Protection Act), this library will place filters on all public use computers. This filter will block websites that depict pornography, child pornography, or obscenity.
- Misuse of the computer or of access to the Internet, may result in suspension or loss of computer privileges.
- As in the case with other materials in the library's collection, any restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. The Gilman Public Library cannot act as a censor or substitute parent. It is the responsibility of the parents to provide the oversight to ensure their children's use of the Internet in a safe and appropriate manner.
- Internet communications shall be considered private, and confidentiality of records that identify individual users and links to search strategies, sites accessed and other specific data about information retrieved or sought to retrieve will be protected within the limits of public environment, the technology of the equipment, and the requirements of the law.

Date Approved: 2-6-23 Stuart Lacey Poole