

**Shedd – Porter Memorial Library**  
**Technology and Internet Use**  
**Approved**  
**October 10, 2019**

The Trustees and staff of the Shedd – Porter Memorial Library seek to provide a comfortable environment for all library users, and to be stewards of the town's property in our care. We encourage people of all ages to visit the library, and we hope to provide a safe and appropriate environment for visitors of all ages. Those using the library and its resources have the right to expect a safe, comfortable environment that supports library services. We expect all library users to observe common courtesy toward other library users and library staff.

The Shedd – Porter Memorial Library offers direct access to selected Internet services as a part of its commitment to the role of the public library in the Information Age. The Shedd – Porter Memorial Library, its Trustees and staff do not control the Internet, which is a global entity. This policy governs Internet use over our access points within range, both inside and outside the building, and with Library or personal technology resources.

**Internet and Technology Usage by Children:**

As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian. Parents, not the library staff, should supervise their children's Internet sessions at the library. Parents are encouraged to come in with their children and "surf the Net" together. The Library does not utilize filters of any sort on their computers nor does the Library act in Loco Parentis at any time. The responsibility for children's access rests solely with the parent/guardian.

**Technology Usage by All Patrons:**

- Patrons must review this policy prior to using library computers. A form of identification may be requested at the discretion of the library staff.
- Sessions may be limited if patrons are waiting. Courtesy is expected and appreciated.
- The library staff does not provide computer tutorials or web services to patrons. While the staff may provide reference help or search suggestions to patrons, the staff's primary responsibility is to ensure the proper operation and equitable use of library technology resources.
- Due to circumstances beyond our control, there may be times when access to the Internet is not possible.
- Any equipment issues or failures involving library equipment and/or technology should be reported immediately to Library Staff. Any damage to the computer or its peripheral devices is the responsibility of the user. Abuse of the equipment or the service will result in the user being denied further access to the service. Malicious damage may result in prosecution. Damage deliberately done to other computers, networks or products accessed through the Library's Internet connection will be traced and the perpetrator will be prosecuted to the full extent of the law.
- Patrons who own mobile computing devices are free to access the library wireless network, within the confines of the library, without time limits. Additionally, power requirements for personal devices are the patron's responsibility. Power outlets may be made available at the discretion of the library. The library is not responsible for any damage to patron data that is being accessed with library equipment plugged into outlets or USB ports, or connected to the library's public Wi-Fi.

- Patrons are responsible for ensuring that their computer has adequate protection against computer viruses, spyware, and any and all other malware that their computer may be exposed to on the Internet or from email attachments, so that it does not infect other devices on the Library network or to prevent unauthorized access to their personal devices.
- The Library's wireless network is not secure. Information sent to and from your laptop or wireless device may be viewed by anyone else with a wireless device and the appropriate software.
- The Library is not responsible for any personal information (e.g., credit card, social security number) that is stolen, or for any damage caused to hardware or software due to power surges, security issues or problems caused by viruses or hacking. All wireless access users are individually responsible for maintaining up-to-date virus and spyware protection on personal laptop computers or wireless devices.
- Patrons are responsible for all personal data that is viewed or manipulated on library computer resources and are advised to make regular backups of personal data. The library takes measures to protect your privacy when you use library computers. All files saved to the hard drive and all Internet browsing history are deleted periodically. You must save your work to a personal storage device or cloud - based account. The library bears no responsibility for personal data lost, stolen or corrupted while using library technology.
- Materials reproduced on library printers or copiers will be subject to charge at a posted price per copy.
- The library does not limit the number of individuals using a single computer because we recognize that group work can be a valuable learning experience. However, such a group must not be a disturbance to others in the library.
- Headphones must be worn for all applications/software utilizing audio on any device.

**Internet Usage by All Patrons:**

- The library seeks to protect the First Amendment rights of its patrons and their individual right to privacy. However, Internet users must be sensitive to the fact that computers are in public areas and, therefore, images on the screen and at the printer are subject to view by others. The Library does not censor/control content of information available on the Internet nor does it protect you from information that you may find controversial or inappropriate.
  - You are expected to engage in responsible, ethical use of the Internet which includes not sending, receiving, printing, or displaying text or graphics which may reasonably be construed as obscene or objectionable to library users or staff and which therefore create a hostile environment.
  - If a library staff person asks you to stop viewing a site that is creating a hostile environment, you are expected to comply promptly and not to view the same or similar sites again.
- The Library does not assume responsibility for any information transmitted or received while using Library equipment or access.
- We remind users that confidentiality and privacy cannot be guaranteed when using email and the Internet. It is NOT recommended to transmit any sensitive personal or financial information on public access computers.
- It is the policy of this library to prohibit the use of its computers and technology for any purpose that is prohibited by law. Users must agree to obey all applicable federal, state and local laws, including those governing copyright, licensing and content restrictions. The Library reserves the right to terminate the User's Internet privileges for abuse of these conditions or for unauthorized use of the Library's Internet connection. Displaying

adult content material, digital or print, in public view will result in an automatic 30-day suspension of all library privileges.

- Cyber bullying is expressly prohibited and will be dealt with through law enforcement.
- Misuse or abuse of library resources or willful and malicious damage to equipment or any library property may result in the immediate suspension of library privileges and/or prosecution of criminal charges [RSA 202-A:24]. Reinstatement of privileges requires a written request for an appointment with the Library's Board of Trustees.
- Patrons will be personally responsible for any materials ordered via the Internet. They will need to pay for these items with a credit card. The Library will not be responsible for these costs.