

## **Larchmont Public Library Internet Use Policy**

### **General Policies and Provisions**

The Larchmont Public Library recognizes that it serves a vital role in bridging the computer divide to allow full participation in today's information society. To that end, it maintains computers with appropriate software and a broadband internet connection for its patrons to use at the Library. It also provides a wireless network for patrons to use with their own equipment. Additionally, Library staff assists patrons to use this technology either through formal programs or on an ad hoc basis. This Policy governs our efforts to meet these needs.

Patrons should bear in mind that the Internet is a largely unregulated medium that changes constantly and unpredictably. *It is a free and open forum for expression, including view-points that may be deemed unorthodox, unpopular or not factually correct.* The Larchmont Public Library cannot be held responsible for the content of sites on the Internet and does not endorse any opinion stated on the Internet.

Since not all sites on the Internet are accurate, current or complete, users must exercise critical judgment to evaluate the validity and appropriateness of the information found. Librarians will be glad to assist users in evaluating the sources of this information.

In providing these services, the Larchmont Public Library is guided by the following American Library Association statements on access to information:

- **Library Bill of Rights**
- **Freedom to Read Statement**
- **Interpretations of the Library Bill of Rights:**
  - **Access to Library Resources and Services for Minors**
  - **Access to Digital Resources and Services**

### **Rights of Users**

The Library respects a patron's right to both confidentiality and privacy. Patrons are cautioned that the Internet is not a secure medium and all transactions, files and communications may be subject to unauthorized access by third parties. The Library, however, will not release information on the use of our computers and/or networks by members of the public except as required by law.

The Library seeks to provide an atmosphere conducive to the best use of its resources. To this end, it strives to balance the rights of users to access all types of information with the rights of other users and staff to work in a public setting free from disruptive sounds and visuals. Patrons are reminded that the Library is a public building, shared with library users and staff of all ages, backgrounds and sensibilities. Individuals are expected to consider this diversity and respect the sensibilities of others when accessing information or images. See the Library's Code of Conduct (on the Library's website).

### **Children and Parents**

The Library affirms the right and responsibility of parents and legal guardians to guide their children's use of all library resources, including computers and other devices. Parents are encouraged to take an active role in their children's use of them.

### **Rules and Limits**

Use of our computers and/or networks for activities that violate local, state or federal laws is prohibited.

Many of the materials obtainable online are copyrighted. Compliance is the responsibility of the user. This includes patrons using their own devices on our wireless network.

Patrons should be aware that the wireless network is unsecured.

Computer workstations are periodically monitored for malware but the Library cannot guarantee it is not present. Computer hard-drives are periodically wiped, but users are responsible to make sure their personally identifiable information is deleted.

The Larchmont Public Library is committed to providing an environment free from sexual or other harassments. Users may not display on screens and/or printers materials that would be inconsistent with such an environment.

Library users may not knowingly exhibit or display any obscene images.

Workstations are shut down automatically 15 minutes before closing.

**Users may not:**

- Install, delete or modify library hardware or software
- Move or change the arrangement of the library computers and peripherals
- Make any attempt to damage computer equipment or software
- Make any attempt to cause degradation of system performance
- Misuse library computers or other equipment/resources
- Patrons may share a workstation provided they do not interfere with other patrons' use of the Library.
- Patrons must use headphones or similar gear to listen to audio. It must not be audible to other patrons.

**Security and Privacy**

Patrons are cautioned that the Library's internet connection is not secured and any information entered or transmitted could potentially be intercepted or viewed by another party. Users should exercise caution in transmitting personal information.

Anti-Virus software has been installed on the Library's computers, but it may not find every virus or spyware. The Library disclaims any liability for damage to patron's data, storage device, laptops or other devices as a result of use of any Library equipment, WIFI or other services.

*Adopted by the Larchmont Public Library Board of Trustees, January 10, 2001*

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