

COMPUTER AND INTERNET POLICY AND RULES OF USE

It is the vision of the Needham Public Library that the library will provide and expand resources and information to satisfy curiosity and will provide opportunities to discover and share new ideas.” In order to support this vision the library provides access to materials, resources, and information to expand minds, celebrate diversity, embrace differences, and build community.”

The Internet offers a wealth of material which enables libraries to enhance and supplement their existing collections. It allows access to ideas, information, and commentary from around the globe. While much of the information on the Internet is professionally and culturally enriching, there may be material that is offensive or disturbing to some individuals or material that may be illegal. There may also be information that is neither accurate nor current. The Needham Free Public Library assumes no liability for inaccurate or out-of-date information.

In accordance with the ALA *Library Bill of Rights* and a supplemental document entitled *Access to Electronic Information, Services, and Networks*, the Needham Free Public Library does not control or monitor access to material which may be accessible from Internet sites. Parents may find that some information on the Internet is unsuitable for their children or does not reflect their personal values. Parents and guardians, not the library or its staff, are responsible for the information selected and accessed by their children.

Computer and Internet users are required to abide by the following guidelines and rules:

It is neither permitted nor acceptable to use the Needham Free Public Library’s computers or Internet access for illegal, fraudulent, obscene, or abusive purposes, including, but not limited to:

- Altering, tampering with, attempting to repair, circumventing, removing, installing, or damaging configurations, on library computer software or hardware

- Unauthorized accessing of local and remote computer systems and other library technology

- Attempting to or breaking into or violating the security of any computer file, database, or network, or violating another person’s privacy, or altering, stealing, corrupting or destroying any data

- Unauthorized copying of copyright-protected materials in any format

- Transmitting chain letters, broadcast letters, or any form of junk mail

- Transmitting threatening, obscene, or harassing materials

- Knowingly transmitting computer viruses or harmful codes

- Accessing material that is not constitutionally protected:

 - Obscenity

 - Child pornography

 - Calls to violence intended or likely to produce imminent lawless action

Failure to abide by these guidelines will result in loss of Internet privileges.

The library does not provide individual e-mail accounts to patrons.

The library staff will assist patrons with computer use questions and will provide instruction on how to download books, videos, music, magazines, and other library related items to their personal devices and how to use other library electronic equipment; however, the staff cannot provide technical support for the basic set-up, repair, troubleshooting, etc. of personal devices. Librarians can assist patrons in guiding them to other sources of technical support.

The library reserves the right to establish rules of use and will post them prominently.

The library assumes no liability for any damage to user data or loss of user privacy sustained while using library equipment.

When finished using the computer, please do not turn it off. Computers will automatically restart on log off.

Access to library computers is done through one's library card (whether or not it is in good standing) or a "guest pass." If a person has lost his/her card, the person should be asked to go to the Circulation Desk to obtain a new card. If the person has simply left the card home, he/she may be given a "guest pass." Local resident repeated guest pass use is not encouraged. There are no restrictions on obtaining a library card, as long as the person lives or works in Massachusetts and has picture identification and proof of address. If a person has a library card from another Massachusetts network, he/she should go to the circulation desk, fill out a registration form, and the staff will enter that barcode into the Minuteman patron database and the card may be used in the Minuteman Network. Out-of-state people will always have to use a guest pass. Identification may be required.

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