ID	Title	Frequency	Last Revision
COLL-003	Internet and Computer Acceptable Usage Policy	Annually	07-01-2013

Roxbury Free Library
Internet and Computer Acceptable Usage Policy

*Roxbury Free Library Mission Statement:

Roxbury Free Library (RFL) shall provide quality service to residents of Roxbury and others, in an open and non-judgmental environment, with free access to a variety of library resources and public programs for life-long learning and personal enrichment.

The Roxbury Free Library subscribes and adheres to the Library Bill of Rights.

*Internet Access:

The Internet, a world-wide network of computer networks, is an essential medium for obtaining and transmitting information of all types. Public access to the Internet is part of RFL's mission. The quality, accuracy and timeliness of information on the Internet varies from site to site, and sites may be controversial or of a mature nature. RFL does not monitor, has no control over, and does not accept responsibility for material on the Internet. The user, or the parent or guardian of a minor user, is responsible for his or her Internet session at all times.

*DISCLAIMER: Users access RFL computer hardware, software, and documentation at their own risk. RFL is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data etc. or electronic transactions of any type which are related to the public use of RFL computer resources. The internet is an unregulated medium which, in addition to providing information that is personally, professionally, and culturally enriching also enables access to material that is illegal and to materials that some find offensive. At their own discretion, library users access the Internet and are responsible for the results of their searches. Access to the library's computer network and Internet is a privilege and not a right.

*Access by Minors:

RFL does not act in loco parentis (in place of the parent) and does not restrict Internet access based on the age of the user. Parents and guardians are responsible for

supervising their children's Internet sessions and for letting their children know if there are materials children should not use or view.

For further information and guidance, parents are asked to refer to "Child Safety on the Information Highway" available through the national Center for Missing and Exploited Children at http://www.netsmartz.org/pdf/Child_Safety_on_the_Information_Highway.pdf

*Responsibilities of Library Staff and Users:

- RFL does not and will not monitor a user's Internet use, except for the length of use in order to ensure equal opportunity access for everyone. Again, **the user, or the parent or guardian of a minor user, is responsible for his or her Internet session at all times.**

- RFL requires computer users to respect the rights and sensibilities of all library users. RFL reserves the right to terminate an Internet session that disrupts Library services or that involves user behavior that violates the Library's policies.

- RFL does not employ Internet filtering software. It is the responsibility of the individual user to select appropriate sites for his/her own use.

- Among the uses that are considered unacceptable and which constitutes a violation of this policy are:

  - Harassment, bullying or threats against others or violation of their privacy

  - Libeling, slandering or maliciously offending other users

  - Violation of copyright laws or software licensing agreements

  - Attempting to crash, degrade performance or gain unauthorized access to RFL's or to other computer systems and networks

  - Damaging equipment, software or data belonging to RFL or other users, including through the installation of any software.

*Confidentiality of Library Records

- In accordance with 1 V.S.A. 317 (c)(19), the following are exempt from public inspection and copying--records relating to the identity of Library patrons or the identity of Library patrons in regard to the circulation of library materials. Due to the confidentiality of Library records, RFL does not reveal information about an individual's Internet use unless compelled to do so under due process of law.

<u>*Wireless Internet Access</u>

- RFL offers free wireless Internet access. The Library's wireless network is unfiltered. By choosing this free service you agree to abide by the Library's Internet Policy.

Failure to comply with this policy and its procedures may result in the forfeiture of Library Internet or general Library privileges.

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R**LF will develop such rules and procedures as are necessary to ensure the fair and reasonable use of Internet access, such as:**

- You must sign in and out if you wish to use a public access computer station.

- Signing in to use a computer station implies that the user agrees to comply with with Library's Internet and Computer Use Policy.

- You may use the computer station for at least 30 minutes; longer if no one is waiting, but for a maximum of 1 hour per day.

- If other patrons are waiting to use a computer station, those whose session have been the longest (30 minutes or more) will be asked to surrender their stations to the patrons who are waiting.

- No food or drink is permitted at the computer stations.

- There is a fee for printouts--for current rates please ask RFL staff.

Date of adoption   07-01-13

Record of Adoption

Approved 3

Abstentions 0

Opposed 0