

Ledyard Public Libraries Computer/Internet Policy

Internet Use Policy:

It is not acceptable to use the Internet for any purpose which violates U.S. or Connecticut laws. This includes but is not limited to transmitting threatening, obscene or harassing materials, or interfering with or disrupting network users, services or equipment. As with all formats of information, patrons must respect copyright laws and licensing agreements.

The library's Internet workstations are in public areas shared by patrons of all ages. Therefore, all patrons are asked to refrain from accessing potentially offensive information or images. Display of graphic images that may be interpreted as harassment is prohibited.

Ledyard Public Libraries do not monitor and have no control over the information accessed through the Internet and cannot be held responsible for its content or quality. As with any resource, patrons need to be good information consumers. As with other library materials, parents/legal guardians are responsible for the supervision of their child's access to the Internet.

Internet users who release personal information do so at their own risk. Anything accessed or entered on the library's computers is not secure and may be accessible to others. Remember to log out of all email sessions.

Internet privileges will be suspended if the use of the Internet workstations is not in keeping with this policy.

Usage Guidelines:

- **Hours of Use:** Computer workstations are available for use during the hours that the library is open to the public.
- **Registration:** Users are required to check out a computer workstation for use with a valid library card or another form of identification.
- **PAC:** PACs (Public Access Catalogs) are not considered computer workstations. These serve primarily as the online catalog to the library's holdings and patrons are asked to use them primarily to search for books or use the magazine index.
- **Children:** Children under 9 must be accompanied by an adult to use a computer workstation. Children under 18 who wish to use the Internet must have a parent or guardian complete a permission form.
- **Time Limits:** The library does not impose a time limit on Internet use unless patrons are waiting. When others are waiting, user sessions will be limited to 2 hours for the computer (word processing, excel, etc.) or 1 hour for Internet. If you wish to use the Internet but all workstations are in use, please register at the circulation desk.
- **Training:** Library staff's availability to help users with basic computer use or with Internet access is limited. Users must have basic computer skills including the ability to use a mouse. The library has several resources available on the Internet and workshops may be scheduled from time to time.

- **Saving Files:** Files created may be temporarily saved to the hard drive. They will automatically be removed when the computer is shut down. You are welcome and encouraged to save your files onto an external device.
- **Fees:** No charge to use the computer. Printing charge of \$.10 per page (black & white), or \$.50 per page (color) for word processing and email.

Adopted by the Library Commission 2/19/87
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