

Computer Use and Internet Policy Hamilton-Wenham Public Library

The Hamilton-Wenham Public Library is dedicated to encouraging patrons in lifelong learning, and provides computers with Internet access as a means to that end. However, the library is not responsible for problems that may result when technical, mechanical or other issues that interrupt computer service. Library staff will recommend websites on the library's homepage, but cannot be held responsible for the content of the Internet.

On busy days, library staff members reserve the right to ask patrons who have had computer time to allow others to have a turn. The use of computers and the Internet is a privilege that requires users to be civil and courteous to other users, library patrons, and library staff. Patrons who wish to save their files should bring a flash drive or other personal storage device for that purpose; files saved directly to library computers will be erased when the computers are restarted. Compact discs are available for \$1.00 at the Reference desk. Printing is \$.15 per page for black and white. Please ask for staff assistance when printing or copying documents in color to help ensure a successful print job. Printing is \$.25 per page for color.

Unacceptable use of the Library's electronic information resources, including the Internet, is prohibited and will result in loss of computer privileges. Illegal acts may be subject to prosecution by local, state or federal officials. The following examples of inappropriate or illegal activities constitute ***unacceptable*** use:

- Changing of the configuration of the hardware or software (including changing screen savers or desktop settings) or downloading to the hard drive
- Destroying or damaging equipment
- Violating copyright law or software licenses
- Attempting to gain unauthorized access to library equipment, computers and resources
- Obstructing the work of others by consuming large amounts of system resources or by deliberately crashing any library computer system
- Engaging in any activity that is deliberately and maliciously offensive, libelous, or slanderous
- Using the Internet for illegal purposes that violate local, state or Federal laws
- Using the Internet in violation of Massachusetts General Law 272, Section 31, The Harmful to Minors Statute, which prohibits dissemination of material which is harmful to minors or which is obscene; or dissemination or possession of child pornography.
- Viewing pornographic materials and other graphic images considered inappropriate for a public setting
- Disclosing, using or disseminating personal identity information about minors

USE OF THE INTERNET BY MINOR PATRONS (under the age of 18)

Parents and guardians are responsible for what their minor children view on the Internet. Parents or guardians who wish to limit or restrict their minors' access to the Internet must accompany minors while they are using the Internet; parents are encouraged to share this learning experience with their minor children. The library does not censor or filter the Internet. Be aware that there are images and information that might be personally offensive, controversial or inappropriate to you, to minors, library staff or other patrons. It is the responsibility of parents/guardians to advise their minors concerning the danger of providing names, addresses and telephone numbers through chat rooms, instant messaging, e-mails and other social media.

Approved by the Hamilton-Wenham Public Library Board of Trustees

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