

Concord Public Library
PUBLIC INTERNET & COMPUTER USE POLICY
With Main Floor Guidelines

Library Mission

The Concord Public Library connects individuals with resources in order to enhance lives and build community. To help fulfill this mission the Concord Public Library provides access to the Internet, which enables the Library to provide information beyond the confines of its own collection -- to provide access to ideas, information and commentary from around the globe.

Disclaimer

Library patrons use the public computers and the Internet at their own risk. The Concord Public Library and its Trustees and staff do not control the Internet. The Internet is a global entity. The Library cannot censor access to material nor protect users from information they find offensive or controversial. Not all sites on the Internet provide accurate, complete or current information. Users should evaluate Internet sources just as they do printed publications, questioning the validity of the information provided. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet, or any consequences thereof. Furthermore, Library patrons should be aware that privacy on the public Internet terminals cannot be guaranteed due to provisions of the Patriot Act.

Use of the Internet by Children (through Grade 8)

It is the Library's policy that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children, including the Internet. Children through grade 8 will be required to have parental or guardian permission to access the Internet, and will be required to use equipment in the Children's Room. Internet workstations in the Children's Room are located where they can be monitored by staff for assistance and security. Parents and guardians are encouraged to work with their children at the workstations.

Use of Internet by Young Adults (Grade 9 through age 17)

Young adults in Grade 9 through age 17 will be required to have parental or guardian permission for a library card in order to access the Internet, and will be required to use the equipment on the Main Floor.

MAIN FLOOR GUIDELINES

1. After logging on, users are expected to read the onscreen *Public Internet Policy and Computer Use Guidelines*. Clicking on "I accept" indicates agreement to abide by the policy and guidelines, and is required before users may continue with their computer session.
2. Public workstations may be used for legal purposes only. Use of public workstations to access obscene material, child pornography, or material that is harmful to minors is *expressly prohibited*. No person may use a workstation in a way that disturbs or interferes with other users. Patrons *shall not*:
 - o View, print, distribute, display, send or receive text or graphics that may be construed as obscene under Chapter 650 of the *New Hampshire Revised Statutes Annotated*.

- View, print, distribute, display, send or receive text or graphics that may be construed to be child pornography under Chapter 649 A or 649 B of the *New Hampshire Revised Statutes Annotated*.
 - Disseminate, exhibit or display materials to minors that may be considered harmful to minors under Chapter 571 B of the *New Hampshire Revised Statutes Annotated*.
 - Use workstations to transmit threatening or harassing material.
 - Engage in any activity that is deliberately offensive to others, or deliberately creates an intimidating, hostile, or offensive work environment.
 - Violate copyright or licensing agreements.
 - Gain unauthorized access to any computing systems or resources.
 - Damage, alter or degrade computer equipment, peripherals, software or configurations.
 - Install software.
 - Download information onto Library hard drives.
3. Library employees are authorized to terminate an Internet use session by anyone who fails to comply with the Policy. Users will be held responsible for damage to the equipment caused by their misuse. Malicious damage to equipment will result in suspension of library services and/or prosecution of criminal charges. The Library reserves the right to ask users to refrain from displaying computer images which are inappropriate for public viewing.
 4. Computers for cardholders are available for up to two (2) sessions per day, for up to 45 minutes per session. Non-cardholders are allowed two (2) back-to-back sessions per day on the designated guest computer, for up to 15 minutes per session.
 5. Reservations: Computers are available on a first-come, first-served basis. Reservations are not accepted.
 6. Users may use disks or USB memory devices to save data. Disks may be purchased at the Service Desk.
 7. There will be a charge for printing. Users may bring their own paper, but will still be charged for printing.
 8. Users are responsible for their workstations during their time slot. Users needing to temporarily leave their workstation should use the “lock” function. (Time will continue to count down, but no one else will be able to use the workstation.) No more than two people may share a computer.