

# **Blake Memorial Library**

## **Information Technology Policy**

### **Internet Use:**

Internet access is provided equally to all users, and the Library and its Trustees subscribe to the principles stated in the American Library Association's *Library Bill of Rights* (link below). Blake Memorial Library is not responsible for information found on the Internet and cannot control the content of resources available on the Internet. Blake Memorial Library does not use filtering software to "block" such content and supports the American Library Association resolution that deems the use of such filtering as a violation of the *Library Bill of Rights*.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/digital>

### **Library Web Site:**

- A Library web site has been established, which includes a variety of links and search tools. These links have been selected by Library staff as a service to help the user navigate the Internet. Selections are made solely in accordance with expected future utility to Library users. Selection as a link implies no endorsement by the Library as to content of a web site, and users must be aware that content of external links may and will change without our knowledge.

### **Internet Terms and Conditions of Use:**

Persons using Library-supplied public access computers or wireless Internet services may not use Internet services in a way that violates local, state or federal law. Illegal acts involving Library resources may be subject to prosecution by local, state or federal officials.

*Library patrons, staff, volunteers, and Trustees may not:*

- Post, transmit, access, or display obscene and illegal material. This includes sending, receiving, or displaying inappropriate materials, defined as text or graphics.
- Display sexually explicit graphics---this is inappropriate in a public environment and is prohibited.
- Use the services for illegal or criminal purpose.
- Engage in electronic gambling.
- Use the services to harass or defame others.
- Violate copyright laws or software licensing agreements.
- Use sounds or visuals that may be disruptive to others.
- Violate another Library user's privacy.

Violations of any of the above could result in loss of Library privileges. Illegal activity involving use of the Library's computers will be subject to prosecution by the appropriate authorities.

### **Computer Use:**

- Patrons should limit their time on the computer to 30 minutes if others are waiting to use a computer. The Library reserves the right to end a computer session when time limits are exceeded.
- Users will treat all Library materials and equipment in a responsible manner. Users will not attempt to alter or tamper with computer programs, settings or configurations, install any software, gain unauthorized access to restricted resources, disrupt the intended use of the Internet, destroy the integrity of Internet resources, or compromise the privacy of other users.
- Problems with computer equipment or software should be reported to the Library staff immediately.
- Users may not download or install programs or store files on the hard drive.
- Patrons *may* save data to preformatted discs, or to their own flash drives. They may *not* save to the hard drives of Library computers. If a working copy of a document is left on a Library computer, there should be no expectation that that document or file will be available at a future session.
- If the Library determines that a user has abused his/her computer privileges, the Library Director may revoke or restrict those privileges. Any financial obligations incurred through the use or misuse of these computers are the sole responsibility of the user.

### **Internet Use by Minors (under age 16): Internet Use Disclaimers:**

Since Library staff cannot monitor individual use of the Internet, parents and guardians are encouraged to take an active role in their children's use of the Internet. Any restriction of a child's access to the Internet is the responsibility of the child's parent or legal guardian and that parent or guardian should personally oversee their child's use of the Internet. The Library staff is not in a position to enforce parental restrictions within the Library. Parents are encouraged to take an active role in their children's use of the Internet while at the Library.

### **Security:**

- The Library endeavors to protect the privacy and confidentiality of Library users. Internet users should be advised, however, that because security is technically difficult to achieve, electronic transactions and files could become public.
- The wireless access provided by the Library is non-secured and potentially subject to monitoring by third parties within range of the building and with the technical capability to do so.
- Patrons using a credit card on the Library computers do so at their own risk; the Library will not be responsible for any problems that may result.

**Waiver:**

The Blake Memorial Library does not monitor, has no control over, and cannot be held responsible for, content accessed via the Internet. Each user accepts responsibility for information transmitted or received. Furthermore, BML and its Board of Trustees are not liable for any negative consequences that may occur as a result of using the Library's Internet connection.

- In no event shall the Library have any liability for damages of any kind arising from its connection to the Internet. Users of the Library's computers and Internet access, wireless Internet access, including, in the case of minors, their parents or guardians, agree to assume full liability (legal, financial or otherwise) for actions.

Approved  
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