

Barrington Public Library

Policy for

Access to Electronic Information, Services, and Networks

A copy of this policy will always be posted in the computer area for fast access:

Please read the following Acceptable Use Policy ...By Accessing the Internet You Are Agreeing to the Rules of This Acceptable Use Policy. Please read carefully!

Acceptable Use/Conduct Guidelines

- Access is provided primarily for research and informational needs, therefore, **the playing of DVD movies is not allowed on public access terminals. If no one else is waiting to do research, IM, Chat Rooms and gaming sites may be used, but may be terminated by staff at any time for another user needing to do research.**
- Internet access is limited to **one person at a time** with the exception of a parent or legal guardian accompanying a child.
- Users **MAY NOT** use the Internet for illegal purposes or the harassment of others.
- If an Internet search results in disruption of the library, or the behavior of the patron doing the search becomes disruptive, they will be asked to end the session.
- Users **MAY NOT** Access illegal materials including but not limited to those that are obscene or harmful to minors.
- Users should be aware that our Clean Slate software will delete all items downloaded or saved to the public access computers at the end of the business day. Should you wish to save an item or downloaded program you will need to purchase a CD-R at the circulation desk for \$1.00 or bring in a CD-R or flash drive of your own to download the material.
- **Users, regardless of age, ARE responsible for their own Internet viewing choices;** Library staff may remotely view screens of patrons should there be reason to believe inappropriate sites are being viewed. The administrator may choose to remotely end the session should the site be blatantly obscene or harmful to minors.
- The library does not bookmark (or create favorites list on the terminals).
- Food and drink are prohibited in the computer area.
- Time Limit software will be used to maintain equality in use among our many library patrons. You may extend time, if no one else is waiting to use the computers.

I certify that I have read the above Acceptable Use/Internet Access Policy, and that I agree to abide by all of the rules contained within this policy.

Wireless Access/Disclaimer

- The library offers wireless access which is internet access using radio frequencies as opposed to cables. This enables the library customer to bring their own wireless device to the library and use the free internet connection from anywhere within the library's "hotspot", or range of wireless device.
- In order to access the wireless connection, you will need a laptop computer, PDA, other device with wireless network interface card 802.11b/g or later, a charged battery (some outlets available but not guaranteed), and compatible headphones if you will be using audio files.
- Wireless access will be turned on 24-hours per day. If the hotspot signal reaches the exterior of the library (no guarantee), patrons may use the connection during non-library hours. No password will be needed.
- The wireless access point will be centrally located by the circulation desk. Dead spots may occur; users may move to another location should this happen.
- Wireless access is not secure. Information sent from or to your device can be captured by anyone else with a wireless device and appropriate software. The connection will not be encrypted using WEP, WPA etc. The library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the library's network.
- The staff is not available to provide technical assistance (your device vendor can help you set up the needed configuration) and no guarantee can be provided that you will be able to make a wireless connection. Hardwired computers are available for your use should you not be able to connect via wireless.
- The wireless access we offer is unfiltered. By using this free service, you agree to abide by the library Acceptable Use Policy in whole. This policy states the limitations of use and your responsibilities as a user.
- Printing capability is not available via the wireless system. If you need to print, save to a disk and take it to a hardwired terminal for printing.

You can access the library catalog and databases through the wireless connection at www.barringtonlibrary.com

General Policy

The Barrington Public Library provides access to a broad range of information resources including those available on the Internet. The Library is pleased to make this service available as part of our mission to provide free and open access to information, educational and cultural resources for Library users of all ages and backgrounds.

The Internet allows access to ideas, images, and commentary from around the globe and enables the Library to provide information not previously available within the confines of our collection. Such information can be personally, professionally, and culturally enriching. However, the Library cannot control the information available over the Internet and is not responsible for its content. Not all sites on the global Internet provide accurate, complete, or current information, and access points often change rapidly and unpredictably.

Furthermore, some sources may be offensive, disturbing and/or illegal. Library users access information at their own discretion, and they are responsible for the access points they reach. Users may not, however, use Library equipment to access illegal materials including those that are obscene or harmful to minors, or for fraudulent activities.

To assist our patrons in Internet searching, the Library provides pre-selected web sites on our web page at www.barringtonlibrary.com The Library has included sites that are kid friendly as well as search engines for the general public. Due to the quickly changing nature of the Internet the Library cannot guarantee that these sites will remain valid or that content will remain the same; every effort is made to update and ensure the accuracy of our recommended sites. As with printed materials, the patron is encouraged to evaluate the information found online for accuracy. We also provide formal instruction on Internet use at designated times in the Library; these courses are free to residents. Please see our calendar of Events for any upcoming classes.

The Library upholds the right of each individual to have access to constitutionally protected materials. The Library affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources. As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian. Parents are encouraged to discuss the use of Internet with their children in relation to family values and boundaries, and to monitor their children's use.

To further assist parents in their responsibility for their children's use of the Internet, the Library has created specially designed web pages for children and young adults located at: www.barringtonlibrary.com From here you can access both a children's and a teen's page!

The kids' page lists search engines that use filtering to keep kids in safe sites; please be aware that while many filtered search engines will block out many sites that are offensive, it may not block out all materials that may be offensive to all users.

The Barrington Public Library strives to balance the rights of the user to access information with the rights of other users in the Library. While the Library computer terminals do have some degree of privacy they are located in a relatively public space that is shared by patrons of all ages and backgrounds. Internet users are asked to consider this and to respect the sensitivities of others. There are information sources on the Internet that may not be suitable for viewing in a public setting. There are times when viewing otherwise legal materials may be inappropriate or when the behavior of those using the Internet may be inappropriate. The Library staff reserves the right to address such use of the Internet or behavior by requiring a patron to terminate his or her session. If any patron disregards the Library's Internet Use Policy, and is repeatedly required to terminate his or her sessions, that patron's right to use the Internet at the Library may be revoked.

At the same time, Library users are asked to respect the privacy of those using the Internet terminals. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. The Barrington Public Library, however, will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

The Barrington Public Library affirms its commitment to help patrons use the Internet effectively and appropriately. The Library will continue to monitor changes and trends in Internet technology that could improve our ability to provide access to useful, appropriate and acceptable information to all users.

General Rules

- The computer is available to registered library cardholders in good standing only (all fines paid off and materials returned) and guests. Access will be made available after the patron reads the policy and agrees to it. **Parents should be aware that by giving their children permission to have a library card, they are also giving permission for that child to have access to all Library materials, including the Internet.**
- Users who abuse services or equipment, or access materials that fall outside of the Acceptable Use Policy will find their usage terminated by a member of the Library Staff. Users will be held responsible for any damage to equipment caused by misuse. Malicious damage to equipment will result in suspension of library privileges and/or prosecution of criminal charges. If Internet searching results in disruption of the library, or the behavior of the patron who is doing the search becomes disruptive, they will be asked to end the session.
- The Computer is provided for patron access to the Internet and Library provided programs. **It may not be used with user-provided software.**
- The user agrees to obey all applicable federal, state, and local laws governing copyright, licensing and content restrictions. **The library reserves the right to terminate or restrict the user's privileges for abuse of these conditions.**
- The library upholds the ALA document "Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights." A copy of which can be found online at the ALA website. We also uphold the "Library Bill of Rights" and the ALA policy on minor's access to library resources.

• These guidelines may be changed at any time. A current copy of this policy will always be posted by the Computer. It is the user's responsibility to check to make sure they know the latest policy.

Access/Reservations

- The hardwired Computers are available for use only during scheduled library operating hours.
- Computer time will be on a first come first served basis.
- **Users will log in and be given a 1-hour time limit. You may extend this time if no one else is waiting to use the computers. One system will have no limit for those doing Word or Excel documents that take more time. A staff member will log you in to this system upon request.**

Downloading / Printing / Hard disk usage

- Users may use CD-R disks or USB drives to download materials. **No materials may be downloaded to the hard drive.**
- There is a \$.10 per page fee for material printed via the computer. Scanned color images or color prints from the Internet will cost .25 cents per copy.
- Patrons who abuse services or equipment may find their usage terminated by a staff member. Patrons will be held responsible for any damage to equipment caused by misuse. Malicious damage to equipment will result in suspension of library services and/or filing of criminal charges.

Internet

- Access will be provided to the World Wide Web (WWW) and to e-mail accessed via an Internet account through Juno, Hotmail, or another free Internet Based provider. The Barrington PL e-mail account is NOT available for people to use as their personal address.
- Users should understand that the Internet provides a wealth of Information from thousands of computers worldwide. Some of the information may be offensive to individual tastes. In the event a User accesses a site that is disruptive to the functions of the Library, the User will be asked to deselect such information.
- Not all sources on the Internet provide accurate, complete, or current information. Users need to be good information consumers, questioning the validity of the information.
- Users will be personally responsible for any materials ordered via the Internet. They will need to pay for these items on-line with a credit card. The library will not be responsible for these costs.
- The Internet connection is provided for User access. The Library staff is NOT available to perform extensive Internet reference searches. The Library staff will use the Internet on behalf of a cardholder in order to answer a reference question.
- As a courtesy, visitors to Barrington will be allowed Internet Access to check e-mail or surf for information. Barrington residents will take precedence over visitors should the terminals be busy.
- Patrons are asked to log off the computer screen when they have finished their session.

CD-ROM

- Only Library CD-ROMs installed may be used in the computer. Circulating CDROM games are not loaded on the terminals, and must be checked out to use at home.