

Internet Policy

The Alice Baker Memorial Public Library is organized to assemble, preserve, and administer an organized collection of books and other materials. It aims to serve the community as a center of reliable information and to encourage children, young adults, and adults to educate themselves continuously and for affording them an opportunity to do so. In response to advances in technology and requests from patrons in the community, the library offers access to the Internet.

The Alice Baker Library (ABL) has no control over the information accessed through the Internet. Parents or guardians, not the Alice Baker Library or its staff, are responsible for the Internet information accessed by their children. Parents are encouraged to supervise their children's Internet sessions. A copy of the ""MY RULES FOR ON-LINE SAFETY" from the National Center for Missing and Exploited Children are included in this policy as well as being available at the desk. *Staff members have the right to monitor Internet workstations to ensure compliance with our policies. (Amendment approved 11/16/98.)*

Registration

Patrons wishing to access the Internet must be registered at the ABL. Users must sign the Internet Usage Agreement and will be signed in and out on the Internet Research Log. *No one with existing fines or overdues may use any public access computer. (Revised 8/18/98.)*

Patrons must have some computer knowledge. Library staff may be available to assist new users, answer questions and offer search suggestions. However, they do not have time to provide in-depth instruction or technical assistance.

Users between the ages of 10 and 18 must have a parent or legal guardian sign the Internet Usage Agreement and assume responsibility for that patron.

Time Limits

Access will be on a first-come, first-served basis. Reservations will be accepted. Patrons will be allowed 30 minutes at a time with possible extensions at the discretion of the librarian. If another patron wishes to use the Internet, a 15-minute time limit will be allowed before vacating the computer, provided his/her 30-minute period has lapsed.

A printer is available next to the computer and a charge of 15 cents a page will be in effect for printing with black ink. \$.50 per page will be charged for color ink.

Patrons are reminded that, in addition to the Internet, they may find the information they need in the Library's books, periodicals, or other resources.

Downloading Files

The ABL assumes no responsibility for any loss or damage to any data files, software files or computer hardware or for any injury or loss that may result from the use of information, software or data files obtained from the ABL Internet Access Computer. (IAC)

In order to protect other users of the ABL's IAC and the Internet, the use of personal floppy disks and personal software will not be allowed *without its being scanned for viruses* before each usage by ABL. Diskettes will be available at the Circulation Desk at a minimal cost and use of the available printer is encouraged. Again, paper will be available at nominal cost.

In order to minimize the spread of viruses to the ABL's IACs and in the interest of preserving disk space, downloading of files from the Internet to the ABL's IACs' C drive (hard drive) will not be allowed without prior consent of the Library Staff.

Computer Viruses and Unlawful Acts

The intentional creation or spread of a computer virus or the violation of copyright, trademark, libel, slander, or any other laws including another's right to privacy while using the IAC **WILL NOT BE TOLERATED!** *Users are obligated to abide by state and federal laws regarding the transmission of obscene, threatening, or harrassing materials and messages, and, are obligated to observe the legal protections provided by copyright and license law, and computer abuse laws. (Revised 8/13/00.)* Any ABL IAC user who engages in any of the foregoing acts will immediately lose his/her Internet access privileges and will be reported to law enforcement authorities if the act(s) constitute(s) a violation of law.

E-mail/Electronic Mail

Registered patrons may use any e-mail service provided on the Internet as long as that service **does not** store the patron's messages on a library computer. If the patron does not subscribe to their own e-mail, the library is willing to send a patron's resume via ABL's e-mail address as long as the patron provides an alternate response address and/or contact number on their resume and cover letter. ABL *will not* forward messages received from these correspondents. There is a fee for this service. (Revised 8/18/98)

Unacceptable Uses (Adopted 3/17/98)

1. Sending or receiving any electronic mail (e-mail) message from an e-mail service that stores the patron's messages on the library's server, Hotmail, Yahoo, Gmail, and other e-mail services that store a patron's messages on *their server* are acceptable to use.
2. Entering "chat rooms" to explore or communicate.
3. Disregarding the privacy of others; misrepresenting oneself as another user; attempting to modify or gain access to files, passwords, or data belonging to others; seeking unauthorized access to any computer system; or damaging or altering software or hardware components or any network or database.
4. Making any changes to the setup or configuration of of any software or hardware on the ABL IAC.
5. Interfering with other users while they are utilizing the ABL IAC.
6. Making unauthorized copies of copyrighted or licensed software or data.

Internet Usage Guidelines

Information Evaluation

The Internet and the World Wide Web contain a large amount of information. Internet users should be aware that not all resources on the Internet provide accurate, complete or current information. The Internet service provider does not make any determination of the validity of the information that is accessed. Thus, determining the validity of the information obtained is the responsibility of the user. **Please keep the following thoughts in mind as you receive information via the Internet:**

1. Is the source of information a reputable institution or organization?
2. Is the information verifiable by using a suitable reference source?
3. Is a source given for a quotation or statistical fact?

The bottom line: be very careful about accepting and using information from the Internet at face value.