



Computer and Internet Policy

Public access to the Internet is consistent with the Grafton Community Library's mission to provide materials and related services which meet the informational, educational and recreational needs of the Grafton community.

The library supports the principles of equal access to information, including electronic information, expressed in the American Library Association "Library Bill of Rights."

Library Owned Computers

Conditions:

- The library reserves the right to terminate any Internet session for any reason.
- Internet and other software training is not available, staff will assist users as time and ability permits.
- Patrons use the Internet at their own discretion and are personally responsible for any damages that may result from the patron's conduct, or the conduct of someone under the supervision of the patron.
- The library does not monitor, nor can it control the content of any Internet sites. Not all sites provide accurate, complete or current information. Access to websites you may find objectionable and/or inappropriate may occur. The library cannot be held responsible for material, website content or other Internet and media related material that children may access.
- The library is not responsible for loss of information or other damage resulting from computer viruses.
- As with any library resource, parents and guardians are responsible for providing guidance to their children and supervising their children's use of the Internet. The library does not assume the role of parents.

Rules of Use:

- Any patron with a Grafton Community Library card may access the Internet after reading and signing this policy statement. Patrons under 18 years of age must also have a parent or guardian come to the library and co-sign the library Internet policy statement in person.
- Patrons may reserve time for use of the computers in half hour blocks, up to a maximum of one hour, by signing in at the circulation desk or by telephone request. Reservations are held for ten minutes, after which time the computer is made available to patrons on a walk-in basis.
- Use of computer workstations is limited to one person at a time, except in the case of young children that are unable to work independently. Supervision by a parent or guardian is strongly recommended.

- Black and white pages and color text only pages may be printed at 10¢ and 25¢ per page respectively. Photos are 75¢ to \$1.00 per page depending on size and quality.
- Saving files to a media storage device is permissible. Patrons may bring their own media or they may purchase a 1.44" floppy disk at the circulation desk for \$1.00.
- Users are expected to conduct themselves in a manner that does not interfere with others' enjoyment of the library.
- Users **may not**
 1. Conduct for profit business or lobbying activities or any illegal activity, including copyright infringement, software, video or music piracy.
 2. Save files to the computer hard drive or desktop, or download/install software.
 3. Invade the privacy of other library users.
 4. Attempt to damage computer equipment or software or use such equipment or software in a reckless or negligent manner.
 5. Use speakers to play music from the computer.

Patron Owned Wireless Devices

The Grafton Community Library wireless access signal is "library".

Conditions:

- Wireless access is provided "as is" and is not guaranteed.
- The Library's wireless network is not secure. Information sent from or to your laptop can be captured by anyone else with a wireless device and the appropriate software.
- Internet and other software training is not available, staff will assist users as time and ability permits.
- The Library assumes no responsibility for patrons equipment or data.

Rules of Use:

- The library reserves the right to terminate wireless access for any reason.
- Any patron or visitor may utilize wireless Internet access although it is not intended to be used as permanent access for surrounding homes, etc.
- There is no time limit on the use of wireless Internet.
- Users are expected to use their devices battery power although limited use of library electricity is allowed in the event of battery failure.
- Users are asked to avoid using applications that use large amounts of bandwidth such as file sharing programs.

Complaints or appeals should be submitted in writing to the Board of Trustees in accordance with the Library's operating policies.

This policy may be revised at any time without notice. Failure to adhere to this policy will result in revocation of computer privileges and possible monetary restitution for any damages caused.

**Grafton Community Library
Computer and Internet Use Signature Form**

I have read and agree to abide by the rules and conditions of the Grafton Community Library Computer and Internet Policy:

Print Name

Signature

Parent or Guardian of patron less than 18 years of age -

Print Name

Signature