

TRUSTEES' HANDBOOK—POLICIES
BOXFORD TOWN LIBRARY

Policy on Internet Access and Public Computer Use

General

The Boxford Town Library is committed to serving as a center for information, learning, culture, and recreation by providing free access to the internet to all who visit. Public computers with internet access are available in both Adult Room and Children's Room, and a robust wireless network is available throughout. Library staff can assist patrons in accessing the internet on our library-owned computers and in using the Town's Wi-Fi network.

Filtering

The Boxford Town Library provides people of all ages equal access to materials, information, and technology. With regard to the internet, the Library does not selectively choose (i.e. filter) which Internet resources to make available. It is the responsibility of parents and/or legal guardians to determine what their children may read, use, or access on the internet

Children's Room Computer Use

The Children's Room provides internet access to children through age sixteen. Adults unaccompanied by children are not permitted to use the computers in the Children's Room. The internet is an ever-changing source of information, not all sites are accurate or current, and many sites are inappropriate for children. It is the responsibility of parents and/or legal guardians to determine what their children may read, use, or access on the internet.

Public Environment

Whether using a library computer or a personal device, patrons are expected to refrain from displaying or printing images which are inappropriate for public viewing or playing audio that could disturb other patrons.

Monitoring

The library does not routinely monitor public computers but reserves the right to do so when a violation of this policy or illegal activity is suspected. Illegal activities or activities that interfere with or disrupt the network, users, services, or equipment are prohibited and not protected by the library's privacy policy. Staff are authorized to take immediate action to protect the security of computers and the network. This includes confiscating any removable media, requiring a user to leave a computer or the premises, and contacting law enforcement. Illegal activity involving the Library's computer or Internet resources will be subject to prosecution by the appropriate authorities. By use of the Library's computers or Internet resources, users agree to allow all files and related information on the computer to be used by law enforcement personnel in the prosecution of a crime.

Copyright and Licensing

Patrons are responsible for complying with copyright law, licensing agreements, and the policies of individual websites that they view.

Policy voted and adopted on: 10/18/2021

Policy last reviewed and amended on:

Saving Your Data and Files

If the public computer you are using powers off for any reason or when your session ends, any files that you have saved to the computer are immediately deleted and cannot be recovered by library staff. We encourage you to save your data regularly using a removable storage device.

Privacy

Although we do not keep any permanent record of the sites you visit or the files you create, we caution that complete privacy on shared computers or public wi-fi networks is not a realistic expectation. We strongly suggest that you restart the computer when you are finished.

Additional Information

- The computers in the Adult Area are always available to patrons of all ages.
- Users must cooperate with librarians as requested to ensure equitable computer use and a safe computing environment.
- Users may plug any appropriate device into the front ports on our computers but may not remove anything from the back of the computers.
- Altering computer operating systems, firmware, or tampering with security management software in any way is prohibited.
- Use headphones when listening to audio content and keep volume low to not disturb others.
- Do not gather around/stand behind computer users since doing so may obstruct or distract other patrons.
- There is a per-page charge for printouts. Patrons are responsible for the number of pages printed.
- The Boxford Town Library reserves the right to terminate a computer or wireless access session that disrupts library services or that involves patron behavior that violates this policy.
- Violations of any part of this policy may result in the loss of library privileges. Penalties may include suspending or terminating the patron's access to library computers and/or Internet access.
- The Boxford Town Library reserves the right to modify this policy at any time.
- Use of the Library's wired and Wi-Fi Internet access constitutes acceptance of the current version of the policy.

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