

Internet Use Policy

Purpose:

The Avon Free Public Library ("the Library") offers free access to computers and the internet in accordance with its mission as stated in its strategic plan; "to provide information resources and technology that address the needs of our community." This policy establishes guidelines for responsible use of that technology.

Key Definitions:

The internet is a global computer network providing a variety of communication and information facilities.

Wi-Fi is a family of network protocols that allows computers and other devices to connect wirelessly to the internet and to each other.

Scope:

This policy applies to all who use the Library: patrons, staff, and the visiting public, whether using the Library's computers or personally owned devices.

Roles and Responsibilities:

The internet enables access to a wide variety of valuable resources. As an unregulated worldwide network, it also includes material which is inaccurate or controversial, as well as material which may be offensive or harmful to some. The Library does not and cannot monitor or control information found on the internet and is not responsible for its content.

Internet users are responsible for appropriate computer use, which includes but is not limited to, being considerate of others when accessing potentially offensive information and images. Workstations are located in public areas shared by library users of all ages, backgrounds and sensibilities. The space surrounding the workstations is "public space" and internet users are subject to the Library's policy and rules regarding behavior.

Inappropriate or unusually heavy use of the network which could cause detrimental effect to the network or connected devices is not allowed.

To encourage a safe and appropriate environment for minors, internet filters may be employed on computers used primarily by children or teens. All users have the right to use unfiltered workstations in the adult department. Parents or legal guardians of children under the age of 18 are responsible for supervision and/or restriction of that child's access to and use of the internet.

The Library respects a patron's right to both confidentiality and privacy. Where possible, the Library limits the information it collects on Library computers or wireless devices connected to the Library's network by patrons, and will not release information unless required to do so by law.

Individuals are responsible for having the proper hardware, software and network settings on their wireless device to connect to the Library-provided Wi-Fi. Users may not modify any Library hardware device, software application, or program code.

The Library is not responsible for any theft, damage or misuse of personal hardware, software, or peripherals while they are in use in the Library. The Library will not be responsible for any information, such as passwords and credit card numbers, which may become compromised while accessing the internet at the Library.

Procedures:

1. **Staff Protocols:** Library staff will take reasonable and appropriate action to resolve problems that arise during use of the Library's computer and internet services and will enforce applicable Library policies and rules. To this end, Library staff members may need to observe computer use, question users, and restrict inappropriate computer use or other conduct by users which violates this policy.
2. **Privacy:** Library policies protect customer privacy in the use of Library materials and reference service. However, the Library is a public place, and the Library cannot provide private computer workstations or seating areas. At the same time, passersby should respect the privacy of computer users.
3. **Equitable Access:** To provide equitable access to computers and network bandwidth, time and capacity limits may be enforced on computer workstations and Wi-Fi access.
4. **Downtimes:** The Library strives to maintain internet access via Library computers, networks and wireless access whenever the Library is open. Given the nature of technology, downtimes—scheduled and unscheduled—may sometimes occur. They will be made known in advance whenever possible.
5. **Personal Data:** Personal data may not be saved to the Library computers.
6. **Printing:** Printing fees apply if printing to Library printers from Library workstations or from a personal device.

Enforcement and Appeal Process:

Library staff may monitor patrons' use of the internet to assure that Library policies and procedures are being upheld. The Library reserves the right to ask users to discontinue the display of information and images that cause a disruption or discomfort to others. The Library may also ask users to discontinue use of the network if a user is causing detrimental effects on the network or connected devices. It reserves the right to contact law enforcement should it be deemed appropriate.

Internet privileges and/or Library privileges may be suspended for misuse, abuse or illegal use of the internet, or behavior which is disruptive to the operation of the Library and/or the quiet enjoyment of the Library by others, or because of other violations of this policy as determined by the Director.

Applicable State and Federal Laws:

Materials obtained or copied from the internet may be subject to copyright laws. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials except as permitted by the principles of fair use. Users may not copy or distribute electronic materials (including electronic mail,

text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.

Location:

This policy is housed on the Avon Free Public Library website:

<https://www.avonctlibrary.info/policies/>

A copy is maintained in the Administration Office

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