

MILFORD MEMORIAL LIBRARY
COMPUTER AND INTERNET POLICY AND PROCEDURES
Board Approved 9/5/01
Reviewed 10/5/11, 4/7/2021
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COMPUTERS AND INTERNET:

There are six computers available for public use. Patrons with valid library cards may sign into these computers using their library card number and last name. Visitors may be signed on to the computers using guest passes or remote login provided by the library staff. All patrons are asked to follow the same set of rules.

We ask that patrons observe the rule of one individual per computer, as the space surrounding each terminal is limited.

Children between the ages of 10 and 18 years of age must have a parent sign a computer/Internet use policy. The parent must physically come to the library to sign this sheet. No signed computer policies will be accepted unless a library staff member witnesses the designated individual signing the sheet, in person, at the library circulation desk. The library affirms responsibility of the parents or guardians to guide their children's use of the Internet.

Users are responsible for any loss or damage done to the computer, printers or their own information.

Patrons are limited to one hour (60 minutes) of computer use per day. Upon request and at the library staff's discretion, patrons may be allowed additional time to complete their projects. Additional time may not be given if there is a waiting list for the computers.

Arrangements for proctored exams must be made ahead of time with the library director so that patrons may have use of the necessary computer time needed to complete tests.

Inappropriate use of the Internet is prohibited. It is illegal to access, view, print, distribute, display, send or receive images or graphics of material that violates laws relating to child pornography. Since the Internet Access computers are located in public areas which must be shared by library users of all ages, backgrounds and sensibilities, the library reserves the right to ask individuals to discontinue the display of information and images which violate these laws.

Individuals may not modify or gain access to files, passwords, or data belonging to others. Individuals may not seek unauthorized access to any computer system, damage or alter software components of any network or database. Patrons are responsible for compliance with all copyright laws protecting software.

The library does not provide e-mail accounts through the library's Internet service provider on any computer.

Individuals may not harass, libel, or slander others, misrepresent oneself as another user, or plagiarize copyrighted information on the Internet.

The library staff is not required to instruct patrons in computer and Internet use, but will provide this service to the best of their ability as time permits. Patrons are encouraged to explore and become familiar with the Internet on their own, as staff experience varies and they may not be familiar with the application you wish to use.

WIRELESS ACCESS:

Patrons with appropriate hardware may access the library's wireless service. All users are expected to follow the library policies regarding inappropriate and illegal use of information and access. No time limitations will be applied to patrons with their own devices.

The library will make no attempt to require signatures of those wishing to use our wireless internet connection. The library will make no attempt to differentiate between juvenile and adult users of the wireless internet service as we do with library-owned computers. The library will assume that those under 18 years of age in possession of the necessary equipment will have attained this equipment with the knowledge and approval of their parents or guardians.

Those who would like to access the Internet via our wireless network must have their own portable computer which is equipped with a wireless card and set to obtain an ip address automatically, with no proxy server settings. Library staff cannot guarantee that they will be able to troubleshoot this connection for you, provided you have trouble detecting our network.

If your equipment successfully detects our network, you will be directed to a login page upon opening your browser. Here you will agree to our terms of use by clicking reading our wireless network policy and typing in the password "51351rocks". Upon entry you will find yourself on the homepage of your choice and will have access to the Internet. The range of our wireless network covers the entire library. Patrons are not restricted as to where (within the library) they may choose to use a laptop computer, and will be asked to move only if they are causing a disturbance or are interfering with library programming.

Please note that although the portions of the library's Computer and Internet Policy concerning library equipment do not apply to laptop users, all ethical considerations do apply. A copy of this policy is available for viewing at the Circulation Desk. If we find that an individual is using the wireless connection at the Milford Memorial Library in a manner which violates what the library board has deemed appropriate use, library staff will ask the individual to cease use of the Internet and leave the library.

The library will provide access to our network printers for those using a personal laptop computer, we do not provide any physical connectivity other than an electrical outlet, when available. Patrons are not permitted to "unplug" any library equipment in order to "plug in" their personal equipment.

Copies of this policy will be available at the Circulation Desk for those who wish to view our full policies and/or gain advice on troubleshooting.

PRINTING:

Printing is available from all computers and through the wireless network. Wireless users with Windows 7 or less will automatically be directed to the circulation computer. Patrons with Windows 8 or above will automatically be directed to the networked printer. Printing charges apply as posted.