

## **Abington Public Library Internet / Computer Use Policy**

The Abington Public Library endeavors to develop collections, resources and services that meet the informational, educational, cultural and recreational needs of the community. It is within this context that the Abington Public Library offers access to the Internet.

**The Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for content or quality. As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian, not the Library staff. It is the policy of the Abington Public Library not to use filtering devices of any kind, except on the Internet workstation in the Children's Room. Children may also use the unfiltered Internet workstations in the Reference area.**

- Patrons may use the Internet computers on a first-come-first-served basis. Computers may not be reserved in advance. Users agree to limit their time to one hour per day; if no one is waiting a thirty minute extension will be offered. If no one is waiting after 90 minutes another 30 minute extension will be offered. Computer time will expire for the day at the end of 120 minutes. Time limits will be strictly enforced.
- Patrons **must** sign in before using a computer. A library card is required to access the PC Reservation system. Library staff cannot provide users with their library card number in the event of a forgotten library card.
- Computer users must respect the privacy of library patrons around them. Disruptive behavior or behavior which is disturbing to other library patrons will be dealt with according to the Abington Public Library's **Code of Conduct**.
- All of the Library computer terminals are located in open areas of the building and sites accessed must be limited to those appropriate for viewing in a public space. All computer privileges will be revoked for those who do not comply.
- Patrons are advised that they have no expectations of privacy in Library computers and, therefore any information or data stored on Library computers may be accessed. (**Abington Public Library Privacy Policy**).
- Any intentional attempt to add or alter files on a Library computer is considered destruction of property and will be subject to prosecution under Massachusetts Law ( M.G.L. Chapter 266, Sections 99 and 100). Unauthorized shut down of the computers is prohibited.
- Printing from the computers is 10 cents a page on Library paper. Patrons may not replace paper in the printer or adjust printer settings. Users with a need to print on self-supplied specialty paper (ie. "resume" paper) must ask a staff member for assistance; permission may be granted if the staff member determines that the paper is compatible with the printer. The 10 cents a page charge applies for printing on user supplied paper to cover printer toner and staff assistance. Payment must be made at the circulation desk.

Approved by the Board of Library Trustees 5/5/2003, Updated 11/03/2004, 09/08/2008, 07/18/2016.

- Computers will automatically shut down starting 15 minutes before the closing of the Library. Users must end their computer session at that time.