

## Trumbull Library System Computer and Internet Policy

1. The Trumbull Public Library System's Mission and Access to Computers and Internet Resources:
  - a. The Trumbull Library System's commitment to information service reaches beyond the physical walls of our buildings through the use of the Internet. This commitment extends beyond the use of traditional "print" materials to the realm of electronically available information.
  - b. Through computers, and particularly, through the Internet, the Library can provide information beyond the confines of its own collection. The Internet allows access to ideas, information, and commentary from around the globe. The Internet is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material which may be inaccurate, offensive, disturbing, and/or illegal.
  - c. *The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through Library electronic information systems and encompassing any activities by a user found to be illegal, or any consequences thereof. Patrons who violate policies risk losing their right to access the Internet and other electronic sources via Library equipment. All users who release personal information over the Internet, including personal identifying information, credit cards, or bank account numbers, do so at their own risk. Users are encouraged to LOG OUT of all email sessions and websites. Anything accessed or entered on the Library's computers is not secure and may be accessible to others.*
  - d. **The Library cannot verify the accuracy, timeliness, usefulness, or validity of information or content of information found on the Internet.** As with other sources, patrons themselves must evaluate the information. Availability of networked information via Library computers does not constitute the Library's endorsement of the information. The Trumbull Library cannot be held liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the Internet. If a patron believes information obtained via a Library computer is inaccurate, illegal, or offensive, the patron is advised to contact the material's original producer or distributor. Patrons are encouraged to seek a Librarian's assistance in finding the best sources for their information needs.

- e. Because some material accessible on the Internet is not appropriate for children, the Library computers in the Children's Room are subject to software filtering of Internet sites. Filtering software does not always work reliably. Material inappropriate to children may still be accessible on these computers, and material appropriate for all ages may be inaccessible on these computers. Parents who allow their minor children to use computers at the Library must understand that they are assuming the risk that inappropriate sites might be accessible. Neither the Library nor its staff undertakes oversight obligations with respect to minors in this regard.
- f. All users of the Library's electronic resources are to act in a responsible and ethical manner, consistent with policies of the Library, and, for minors, consistent also with parental or legal guardian's guidance. In accordance with federal and state laws and regulations, patrons are not permitted to use Library computers for any illegal or criminal purpose, including, but not limited to, accessing legally obscene materials, harassment or stalking, unauthorized access to computer systems, or in a manner disruptive to other people's work.

## 2. In Library Access

- a. The Library upholds and affirms the right of each individual to have access to constitutionally protected material.
- b. The Library also affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources.
- c. Adult reference area workstations are intended to be used only by adults. Exceptions may be made at the discretion of the Library Director or Library Manager in charge.
- d. Teen Center workstations are intended to be used only by students in Grade 6 through Grade 12. Exceptions may be made at the discretion of the Library Director or Library Manager in charge.
- e. Children's area workstations are to be used only by children who are in 5<sup>th</sup> grade or younger. Exceptions may be made at the discretion of the Library Director or Library Manager in charge.
- f. Library staff members are available to help patrons access the Internet. Patrons in need of in-depth assistance may make an appointment with a Reference Librarian.
- g. Patrons must sign up in advance to reserve time on a computer. In order to ensure that computer resources are available to as many patrons as possible, a time limitation of one hour per session and four hours daily has been

established. Reservations will be held for 15 minutes past the reserved start time, and must then be forfeited if another patron requests use of the computer resource.

- h. Individuals accessing the Library's wireless network with personal devices are subject to all aspects of the Library's Internet policy.
- i. Color scanning is available. Patrons must sign up to use the workstation in order to scan materials. Library staff members are available to assist with scanning. Patrons may not drop off materials to be scanned by the Library staff for pick-up later.

### 3. Use Responsibilities

All users of the Internet at the library are expected to use this resource in a responsible and courteous manner, consistent with the purposes for which it is provided, and to follow all Internet related rules, regulations and procedures established for its use including, but not limited to, those of the Library. *Refer to Technology Center Etiquette for adult and teen usage guidelines.*

Failure to use the Internet or computer resources appropriately and responsibly may result in revocation of Library Technology and Internet Use privileges.

Due to the emerging nature of technology, this policy is subject to change at the discretion of the Trumbull Library Board of Trustees.

"In accordance with the General Statutes of Connecticut, Section 11-23, The Trumbull Library System Board of Trustees shall make and adopt bylaws, rules and regulations for the government of the library and reading room."

*Revised and updated by the Trumbull Library Board of Trustees - December 9, 2015*

