



## COMPUTER & INTERNET ACCESS POLICY

The Stoughton Public Library offers library patrons access to public computers and the Internet in support of its mission to “provide an opportunity for all to inform and educate themselves” and to “promote life-long learning.” The Stoughton Public Library affirms the Library Bill of Rights of the American Library Association and does not seek to restrict access to electronic information or resources because of allegedly controversial content, personal beliefs, or fear of confrontation. The Library endeavors to ensure that electronic information, services, and networks provided directly or indirectly are equitably accessible to all library users. As with other library materials and services, parents and guardians, not the Library or its staff, are responsible for the information selected and accessed by their children. Parents and guardians are also responsible for information disseminated by minors through email, chat services, social media, or other means of electronic communication.

### ROLE OF THE LIBRARY

Stoughton Public Library staff may offer basic assistance to help library users get started using library computers and may suggest electronic tools and resources for specific purposes, but staff are not available for detailed lessons on how to use the Internet or lengthy software instruction.

In providing access, Stoughton Public Library does not imply endorsement of any information library users find on the Internet. The Library and its staff are not responsible for the accuracy or quality of content reached by library users or any inability to locate specific information.

The Library does not keep permanent records of Internet sites visited, searches performed, or software used by library users. However, library users are advised that there is no expectation of complete privacy when using library computers. Any information or data stored on library computers, whether in connection with word processing or Internet access, may be accessed by library personnel. Stoughton Public Library must make any information stored on its computers available if it is subpoenaed pursuant to law. The Library also reserves the right to deny a library user the privilege of access to library computers and the Internet if it learns that their use is in violation of state or federal law or library policies.

In offering this service, Stoughton Public Library:

- provides public-access computers with network connections, internet browsers, and basic Microsoft Office software.
- provides a wireless network with internet access for users to connect to with their own equipment.
- uses access and printing management systems on library computers to establish queuing, manage time limits, and assess printing charges.
- requires users to use their own OCLN library card in good standing to log-on to library computers.
- offers temporary guest-access passes for out-of-state users.

## USER RESPONSIBILITIES

Library users should not turn library computers on or off and must inform library staff of any computer malfunction.

Library users are prohibited from uploading, installing, setting up, running or executing any software not authorized by the library on any of the library's computers. Users will be held liable for damage to library computers or equipment that results from their own negligence or intentional misuse.

Library users may not infringe on the ability of others to use library computers or the Internet. They must respect the privacy of others who are using, have used, or will be using library computers or the Internet. However, the Stoughton Public Library strives to provide a welcoming library environment for all people. Library users should refrain from using library computers or library wireless networks to access images that might be disruptive to others.

Stoughton Public Library provides open, unsecured wireless access to anyone with a wireless-enabled device. The library is not responsible for any personal information that is compromised or any damage to a user's hardware or software due to security issues or consequences caused by viruses or hacking. Library users should use caution when transmitting personal information, including but not limited to, banking information, over any unsecured network. It is also the users' responsibility to evaluate the validity of information found on the Internet.

### All Library Users:

- have access to the library computers on a first come, first served basis.
- must sign onto computer and printing management system using their own valid library card in good standing.
- may use a public computer for one hour. Additional time may be given if no one is waiting.
- may make black-and-white prints for a fee.