



## COMPUTER & INTERNET ACCESS POLICY

The Stoughton Public Library is pleased to offer patrons the capability to browse the Internet. The Internet is a global electronic information infrastructure. It is a network of networks used by educators, businesses, the government, the military, and other groups.

In offering Internet access, Stoughton Public Library cannot control the information that is accessible on the Internet. The library staff is not responsible for the content of the sites reached by users. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian only. *The Library reserves the right to access site histories and to deny a patron the privilege of Internet access if their use of the Internet is in violation of state or federal law, this Policy, or the rules or regulations of each particular web site. Patrons are advised that they have no expectation of privacy in Library computers, and therefore, any information or data stored on Library computers, whether in connection with word processing or Internet access, may be accessed by Library personnel.*

### All Users:

- shall have access to the Internet on a first come, first served basis after signing in and presenting their own valid library card in good standing (total amount owed, including fines accrued, is under \$15.00). You must have an OCLN library card to use computers, your OCLN account must be in good standing and will be verified by Library staff.
- will limit their time to 1 hour with an additional 1 hour if no one is waiting.
- may print information, with a charge of \$.10 per page.
- will not infringe on the ability of others to use, or invade the privacy of those who are using, have used, or will be using the Internet.
- who damage the systems software or hardware will be held financially responsible.
- will not attempt to gain unauthorized access to other systems.
- are prohibited from uploading, installing, setting up, running or executing any software not authorized by the library on any of the library's computers.
- will not reproduce or distribute copyrighted materials without the permission of the copyright holder. (U.S. Code, Title 17.) All users will give appropriate credit to sources used by citing the creator's name, electronic address or path of location on the Internet.

The Stoughton Public Library does not guarantee the truth, accuracy, timeliness or professional credentials of creators of sites on the Internet or of the information contained on the Internet. The library staff are not available to give users detailed lessons on how to use the Internet. Users may look to the library's collection of materials on use of the Internet to provide guidance, or sign up for a one-hour lesson to be offered on a weekly basis. Workstations will be shut down 15 minutes before the library closes.

All children under the age of 11 must be accompanied by an adult when using the Internet. All children 11-17 years of age may use the Internet with parental consent. Please have your parent or legal guardian sign the attached sheet and return it to the circulation desk for our records before you plan to use the Internet.

## COMPUTER USE POLICY IN CHILDREN'S ROOM

1. For children age 11 and over, an OCLN library card in good standing (total amount owed, including fines accrued, is under \$15.00) is needed to utilize the computers.
2. Children under age 11 must be accompanied by a parent or guardian when using the computer. It is the parent's or guardian's responsibility to stay with the child when the computer is in use. Parent or guardian must present an OCLN library card in good standing (amount owed, including fines accrued, is under \$15.00).
3. Due to time constraints, library staff is available for basic guidance only.
4. The library reserves the right to terminate service to anyone not using the computer in a responsible manner.
5. If the computer malfunctions, please inform the staff at the main desk immediately.
6. Do not turn off any equipment--only library staff is allowed to turn the system on and off.