

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 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 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.
 - d. 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 undertake oversight obligations with respect to minors in this regard.
 - e. 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.

- f. All users who release personal information over the Internet, including personal identifying information, credit cards, or bank account numbers, do so at their risk. Remember 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.***
- g. 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.****

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 5th 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. Because of staffing constraints, lengthy one-on-one tutorials are not possible.
- 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 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. There is a charge of fifteen cents per page for printing.
- 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.

j. Patrons must provide their own formatted disks for downloading, or may purchase one at the Reference desk. Patrons MAY NOT download to the Library computer's hard drive.

k. The Library does offer call-in service for specific information that may be available on the Internet.

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.

Responsible use of the Internet at the Library includes:

- Complying with the Library's posted rules of conduct.
- Using the Library's computers for menu items only.
- Using the Library's Internet resources for cultural, educational and informational purposes.
- Respecting intellectual property rights by making only authorized copies of copyrighted or licensed software or data residing on the Internet.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others: and by not seeking disallowed access to any computer system via the Internet.
- Abstaining from altering or damaging software or data residing on the Internet.
- Abstaining from damaging or altering the configuration of the equipment used to access the Internet at the Library.
- Abstaining from the deliberate propagation of computer worms or viruses.
- Abstaining from illegal or unethical use of the Internet.

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

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

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“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.”

Adopted and Revised by the Trumbull Library System Board of Trustees ~ May 12, 2010

