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Computer & Internet Use Policy and Guidelines

Computer & Internet Use Mission Statement

The Norwood Public Library is dedicated to providing access to a broad range of informational resources, including those available through the Internet. We make this service available as part of our mission to offer educational, informational, and cultural resources and activities to all library patrons.

Disclaimer

The Norwood Public Library is pleased to provide access to the Internet. Through this resource, you will be able to access a vast array of information for all age groups and interests. The Internet is an unregulated global entity and is the largest electronic information network in the world. Due to the constantly changing nature of the Internet, the Norwood Public Library has no control over the information available or its quality, accuracy, or currency. The Library assumes no responsibility for the content of Internet sites and does not filter access to materials or protect users from materials they may find offensive. Each individual should determine the appropriateness of the material for his/her own needs. Library patrons use electronic resources at their own risk.

General Use Policies

1. All computer users are required to sign in to the Computer Use log and sign out when finished.
2. Use of the computers is on a first-come, first-served basis. Computers may be used for up to one hour per day; time may be extended if no other patrons are waiting to use the computer.
3. The Library has both black-and-white and color printing available. Black-and-white prints cost \$0.10 per page, and color prints cost \$0.50 per page. Students using printers for school purposes will not be charged for pages printed.
4. Food and drink are not permitted in the computer areas.
5. Headphones are available at the public access computers and are required when listening to sound in the public computing area. Users must operate headphones at a reasonable volume. If headphone volume is disruptive to other patrons, Library staff will require users to lower their volume.
6. While Library staff are happy to assist users in using Library computers, Library staff are not responsible for loss of data or errors incurred while assisting with such requests.
7. Computing resources are not to be used for illegal purposes. Examples of *unacceptable* purposes include, but are not limited to, the following:

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- harassment of others
 - slandering others
 - destruction of or damage to equipment, software, or data belonging to the Library or others
 - disruption or unauthorized monitoring of electronic communications
 - unauthorized copying of copyright-protected material
8. Computing resources should be used in accordance with the ethical standards of the Library. Examples of *unacceptable* use (some of which may also have legal consequences) include, but are not limited to, the following:
- violation of computer system security
 - unauthorized use of computer accounts, access codes, or network identification numbers assigned to others
 - use of computer communications facilities in ways that unnecessarily impede the computing activities of others
 - violation of software license agreements
 - violation of network usage policies and regulations
 - violation of another user's privacy
9. The user agrees to take proper care of all hardware, software, documentation, and all other equipment that are the property of Norwood Public Library. At no time will the user change the software settings, Windows setups, move or delete icons, etc. When there is any fault with any equipment or materials, the user will immediately report any difficulty or problem to a staff member.
10. Patrons may save data to personal USB drives, online storage sites, or CDs. Patrons may not load or run unapproved programs on Library computers.
11. Violation of computer use policies may result in loss of computer and/or library privileges.

Parent/Guardian Responsibility

It is the Library's policy that parents or legal guardians must assume responsibility for computer/Internet use by their children under the age of eighteen.