

Barrington Public Library

Policies and Procedures

Barrington Public Library

INTERNET/PERSONAL COMPUTER USE POLICY

Elements of the policy:

1. Mission Statement:

The purpose of the Barrington Public Library is to provide, without charge, diverse and easily accessible resources in various formats, as well as services and programs to educate, inform, enrich and entertain all the residents of Barrington and the greater community. The Barrington Public Library provides equal access to all users, and seeks to make available the broadest possible spectrum of information and ideas.

The Library observes American Library Association policies regarding freedom of access, including the Library Bill of Rights, Freedom to Read, Freedom to View, and related statements contained in the Intellectual Freedom Manual. It upholds the principles of intellectual freedom, the citizen's right to information, the right to confidentiality of users' records, and opposes censorship.

2. Special features of the Internet:

The Internet offers unlimited global access to information. Providing access to the Internet can enable the Library to expand greatly its information services beyond the traditional collections and resources. However, not all sources on the Internet provide information that is accurate, complete, current or legal. The Barrington Public Library does not monitor and has no control over the content of the materials on the Internet, and cannot be held responsible for its content.

3. Personal responsibility for use:

All OSL library card holders are required to use their library card when using the public access Internet computers. OSL library card holders are allowed a maximum of 2 (two) hours access to the public access computers per day.

In-state residents who do not have a card, or out-of-state residents willing to pay the out-of-state fee for an OSL card may register for a library card that day at any of the public services desks, providing they show proper ID. (Check with the circulation desk for information on what forms of ID are accepted).

Temporary passes, not to exceed 1 (one) hour per day, may be given to library users who do not qualify for an OSL library card (e.g. out-of-state visitors). OSL library card holders will not be given temporary passes.

In some unusual circumstances where more than 2 hours are needed on the Internet computers (e.g. the taking of an exam online), library staff may extend the time limit on the public access Internet computers.

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The enforcement of these time limits is necessary to ensure that fair access to the limited resource of public Internet computers is available to all library users.

Use of a computer shall constitute agreement by the user to:

1. Abide by the decision of library staff regarding use of all equipment.
2. Make no changes to the setup or configuration of software or hardware.
3. Not attempt to modify or gain access to system files, passwords, or data.
4. Not seek unauthorized access to any computer system or network.
5. Not load any personal software onto the computer.
6. Not view child pornography or graphic material that is obscene, illegal, or harmful to minors.
7. Not use the computer for activities deemed illegal under federal, state or local statutes or laws.

Failure to abide by this agreement may result in suspension or restriction of Library computer use privileges. Suspension of the use of library computers will be enforced as follows:

1st offence: 24 hour suspension

2nd offence: 30 day suspension and letter from library director explaining the suspension.

3rd offence: 60 day suspension and letter from library director explaining the suspension.

4th offence: Full year suspension (meeting with library director after the year's suspension before user can begin using the library computers)

4. Parental responsibility for minor children:

All online resources accessible through the library are provided equally to all library users. Parents or guardians are responsible for their children's use of online resources and are encouraged to participate in their children's online sessions. As with other library materials, any restrictions of a child's access to the Internet is the responsibility of the parent or legal guardian.

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5. Disclaimer:

The Town of Barrington assumes no responsibility for any damages, direct or indirect, arising from use of the Internet or from its connection to other Internet services, or for any lost, damaged or unavailable information due to technical or other difficulties.

*Approved by the Library Board of Trustees
October 17, 1996*

Amended March 18, 1999

Amended June 17, 1999

Amended September 21, 2000

Amended June 18, 2009

Amended December 20, 2012

Amended September 18, 2014

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Barrington Public Library Public Access to the Internet/Personal Computers

PROCEDURES and GUIDELINES

1. Patrons of any skill level may use the computers at their own discretion, with the understanding that library staff may not be available to offer assistance.
2. Use of the computers:
 - Due to high demand, computers are available on a limited basis. Patrons may use computers for one hour; if there is no one waiting to use computers, patrons may have an additional hour of use. Use may not exceed two hours per day. In exceptional circumstances, such as the taking of a test online, library staff may decide to exceed the two hour limit on use.
 - Computers are available on a first-come, first-served basis. Computer time may not be reserved in advance.
 - The library is a public space. Be respectful of others concerning what is displayed on the screen.
 - Maximum of two people at a computer at one time.
 - Word processing users must provide compatible formatted disks or other storage devices if they choose to save files.
 - The viewing of child pornography or of graphic material that is obscene, illegal, or harmful to minors is not permitted.
3. Misuse or abuse of the computer or Internet access may result in suspension or restriction of Library privileges.

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Adult Computer Use in the Children's and Teen Departments

Due to a limited number of public computers, adults may use computers in the teen and children's departments only if no other computers are available for their use in the main library. Teens, children, and the adults accompanying them are considered the primary clientele in the teen and children's rooms and will be given priority for computer use in those areas.

*Approved by the Library Board of Trustees
March 15, 2007*