

**BAKER FREE LIBRARY**  
**PUBLIC INTERNET AND COMPUTER USE POLICY**

**Library Mission**

Baker Free Library serves the informational, educational and leisure needs of the residents of Bow. It promotes, develops, and maintains open access to the facilities, resources, and services available locally and through inter-library networks. Baker Free Library assures an environment that stimulates knowledge, culture, and the pure enjoyment of reading.

**Disclaimer**

Library patrons use the public computers and the Internet at their own risk. The Baker Free Library, its employees, and its Trustees do not control the Internet. The library cannot censor access to material or protect anyone from information that they consider offensive, controversial, or inappropriate. Due to the nature of the Internet, not all information found there is accurate, complete, or current.

**Who May Use The Public Internet Computers**

Internet access is provided to valid Baker Free Library card holders. Card holders who are under the age of 18 must have parental or guardian written permission to access the Internet. Any library card holder who is suspended will not be allowed to use the Internet except at the discretion of the Library Director.

**Use of the Internet by Children**

It is the parent or legal guardian's responsibility to decide what library resources are appropriate for their children, including access to and information on the Internet. Parents of children under 18 years of age must sign the Parental/Guardian Internet Permission Form before Internet access will be allowed. In addition, the library requires constant parental supervision of Internet access of any child age 10 and under. Constant parental supervision means that the parent is physically with the child at the Internet access workstation during the entire time that the child is accessing the Internet.

**Responsibilities of Users**

Public computers may be used for legal purposes only. The library staff may ask users to refrain from displaying computer images which are inappropriate for public viewing.

Patron shall be prohibited from the following:

1. Viewing, printing, distributing, displaying, sending, or receiving text or graphics that may be construed as obscene under NH RSA 650.
2. Viewing, printing, distributing, displaying, sending or receiving text or graphics that may be construed to be child pornography under NH RSA 649 A & B and 18 USC 110 of the US Code.
3. Disseminate, exhibit, or display materials to minors that may be considered harmful to minors under NH RSA 571 B.
4. Using public workstations to transmit threatening or harassing material.
5. Engaging in any activity that is deliberately offensive to others, or deliberately creates an intimidating, hostile, or offensive work environment.
6. Violating copyright agreements
7. Gaining unauthorized access to any computing system or resources
8. Damaging, altering, or degrading computer equipment, peripherals, software, or configurations.

## **Guidelines for Use**

1. Patrons must sign up to use an Internet workstation at the Circulation Desk. Patrons should present their library card at sign up; if they do not have their library card with them, they will be required to produce some other form of identification. Staff are required to check the patron's record in the catalog to ensure that the patron is in good standing. If the patron is suspended or has \$10 or more in fines, they will not be allowed to use the Internet computers until those issues are resolved.
2. When signing up for their first time Internet use, patrons must sign and date the BFL Use of Internet Agreement. On that visit and subsequent visits, the user must provide the date, the time their session is starting, their name, their patron number and the number of the computer that they intend to use. This information will be destroyed once statistics for weekly computer use are compiled.
3. Computers are available on a first-come, first-served basis. Reservations are not accepted. Computers are available for 30 minutes per session. If no one is waiting users may stay on past the thirty minute time limit.
4. Users may use disks or USB memory devices to save data. USB memory devices must be inserted into the white USB cords on the desk top of all computer workstations. Under no circumstances are users to insert anything into the back of the computer tower.
5. The library offers both color and black/white printing. The default printer is black and white. Users will be charged \$0.10 per sheet for all black and white printing. The charge for color printing is \$1.00 per sheet. This charge is in effect whether the user provides their own paper or uses the library's paper.
6. Users are responsible for their workstations during their time slot. Users needing to temporarily leave their workstation should make sure to log out of any software or Internet programs and to take personal valuables with them. The library is not responsible for any personal items missing from workstations.
7. Library employees are authorized to terminate an Internet use session for anyone who fails to comply with this policy. Users will be held financially responsible for damage to equipment caused by misuse. Malicious damage to equipment will result in suspension of library services and/or prosecution of criminal charges.

## **Privacy**

The Baker Free Library is a public building and users of computer resources need to recognize that there can be no expectation of privacy. However, the library upholds the right of confidentiality for all users. No one may review the content of a user's internet log files unless so authorized by a court order issued pursuant to RSA 91-A:5 and RSA 201-D:11 or by the USA Patriot Act.

Created and approved by the library's Board of Trustees in February 2006.

Revised on May 17, 2010