



## Public Access Computer Policy

In accordance with its mission to meet the informational needs of the community, the Enfield Public Library is pleased to provide equal and fair access to the information network known as the Internet to all who are registered Connecticut library patrons in good standing. It is the purpose of this Public Access Computer Policy to discuss, clarify and emphasize particular issues, and it is used in conjunction with our Patron Behavior Policy.

- As a member of the Connecticut Library Association, the Enfield Public Library supports the principles of open, free and unrestricted access to information, including information available via the Internet.
- The library fully supports the declarations of the American Library Association. The *ALA Code of Ethics*, the *Library Bill of Rights*, the *Freedom to Read* and *Freedom to View* statements all govern our duties and responsibilities to the general public.
- Any use of computers that violates federal, state or local laws or regulations is strictly prohibited.
- The Enfield Public Library does not monitor or control the information accessed online. Not all Internet sources provide accurate, complete, or current information, therefore, the library makes no representations as to, nor is it responsible for, the content, organization or quality of such information.
- The library is pleased to provide access to a wide range of resources; however, it is the assumed responsibility of the public to use judgement and caution when using these resources. As with other library materials, the library can not act *in loco parentis*. Parents/guardians, not library staff, are responsible for monitoring their children's use of the Internet and other electronic resources accessed using the library's connection.
- Access to electronic mail (e-mail), chat rooms and electronic games are permitted on the library's computers; however, the library does not provide e-mail accounts. Users must possess a web-based e-mail account.

- The library's computers are available on a first come/first served basis whenever the library is open. Users may log-in for four (4) consecutive one-hour sessions and are limited to a maximum of four (4) hours per day.
- It is expected that patrons have a basic working knowledge of computer hardware and software programs. Library staff is available on a limited basis to assist patrons with computer troubleshooting. Although the staff is happy to help, priority is given to research instruction, not computer instruction. Periodically, the library will hold educational classes for online searching. If more individualized attention is needed, please inquire at the Reference Desk about the availability of one-on-one instruction.
- Users must pre-pay for printing at the main desk by adding funds to their library card account. The cost is \$ .10 per page for black and white copies and \$1.00 per page for color copies. Funds added to user accounts are nonrefundable, but may be used for future printing. Using any paper that is not provided by the library is prohibited. Any specialized printing needs must be found at a third party vendor.
- All library computers automatically shut down five minutes before the library closes. Users must have all searching, saving and printing completed before this time.
- Violations of this aforementioned policy or misuse of the computer or Internet access will result in a patron's loss of computer privileges and may also result in the loss of library privileges and/or legal action. Misuse includes, but is not limited to:
  - Users may not download programs onto town computers.
  - Users may not copy system files or attempt to modify such files or software.
  - Violating any federal or state law (including all copyright laws) is prohibited.
  - Vandalizing any hardware, software or computer systems is prohibited.
  - Introducing any computer viruses into the system is prohibited.
  - Consuming food or drink near the computer workstations is prohibited.
  - Library computers are in public areas. The staff will intervene if what you view is disruptive to others reasonable use of the library.