Richmond Memorial Library	
Manual Name: Library Policy Manual	Date Effective: 2/10/26
Section: Computer and Internet Use Policy	Date Created/Revised: 2/12/98, 6/11/01, 6/13/05, 12/8/08, 12/10/12, 3/13/17, 2/10/26

Computer and Internet Use Policy

Richmond Memorial Library provides public access to information of all types in a wide range of formats to meet its mission to *"connect our community with diverse resources that educate, enrich, and engage."* Electronic resources, including the Internet, are available to supplement and complement the collections.

The Internet is a fundamental resource for a wide range of information which expands the scope of resources available to users. It is an unregulated medium that changes rapidly and unpredictably. Richmond Memorial Library cannot be held responsible for the content of sites on the Internet. Users are hereby notified they are responsible for the choice of sites they visit.

Since not all sites on the Internet are accurate, current or complete, users must exercise critical judgment in evaluating the validity and appropriateness of the information found. Users access the Internet at their own discretion and are responsible for following guidelines of all networks traversed.

In providing access to electronic resources, Richmond Memorial Library is guided by its mission statement and the following American Library Association statements on access to information:
- Library Bill of Rights
- Freedom to Read Statement
- Freedom to View Statement

Interpretations of the Library Bill of Rights:
- Free Access to Libraries for Minors
- Access to Electronic Information, Services and Networks

Rights of Users
Richmond Memorial Library respects a patron's right to both confidentiality and privacy. Patrons are cautioned the Internet is not a secure medium and all transactions, files and communications may be subject to unauthorized access by third parties. The library, however, will not release information on the use of electronic resources by member of the public, except as required by law.

The library seeks to provide an atmosphere conducive to the best use of its resources. To this end, it strives to balance the rights of users to access all types of information resources with the rights of users and staff to work in a public setting free from disruptive sounds and visuals. Patrons are reminded the library's computer terminals are located in public areas which are shared with library users and staff of all ages, backgrounds and sensibilities. Individuals are expected to consider this diversity and respect the sensibilities of others accessing potentially offensive information or images.

Children

Internet resources accessible through the library are provided equally to all users. Parents or legal guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents/guardians are advised to supervise their children's Internet session. While the library will make every effort to ensure the use of the Internet is consistent with its mission statement, parents/guardians are encouraged to work closely with their children in selecting sites consistent with personal and family values and boundaries.

Richmond Memorial Library assumes no responsibility for the use of the Internet by children. It is not possible for library staff to control specific information children and young adults may locate on the Internet. It is the responsibility of the user (in the case of children, the parent or legal guardian) to determine what is appropriate.

Computers in the Children's Room will be distinguished and equipped with a blocking software application that will limit exposure to websites known to contain information considered "harmful to minors." By request of a parent or legal guardian, a child's library card's ability to access computers will be restricted to those in the Children's Room or to none at all. However, filtering software does not always block all objectionable sites.

Rules and Limits

Use of the Internet for activities that violate local, state or federal laws is prohibited. This includes activities such as viewing child pornography, committing fraud, hacking or spreading libel or slander.

It is the responsibility of all users of electronic resources at Richmond Memorial Library to respect intellectual property rights. Copyright restrictions may exist for individual electronic resources. Patrons may only make copies allowable by copyright laws or licensed software agreements.

Users of the library's computers and related peripheral equipment are expected to abide by the rules of the library, including its *Code of Conduct*. Copies of these rules are available upon request at the circulation and reference desks. Furthermore, users are expected to be aware of and abide by these rules in using the library. In accordance with the authority of the Board of Trustees, persons who do not abide by these rules may be barred from the library, prohibited from using computers or other library equipment and/or prosecuted for illegal activities.

Richmond Memorial Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic resources or any consequences thereof. Use of the library's Internet connection is intended for private, noncommercial activities. Unauthorized sales and marketing of goods and services is not allowed.

Richmond Memorial Library staff cannot provide in-depth computer training but will answer questions and help users locate and use resources on the Internet or on other electronic tools in the library.

Rules for Accessing Computer Terminals
- All users must use their own valid Richmond Memorial Library card; card from another Nioga System library; or guest pass, if they qualify for one under the terms of the Computer and Internet Use Policy for Visitors. Users with a Richmond Memorial Library card or card from another Nioga System library may request their card number at the circulation desk using a valid photo I.D. in order to log into the computer. The use of another person's card is not permitted & will result in the suspension of computer privileges.

- Use of Internet workstations is limited to 60 minutes per session, including downloading and printing time. Computers are checked out by the patron with their valid library card, just as books and other library materials are checked out. Users must have their own library card.
- Users need to be aware of time for their Internet checkout sessions. An onscreen warning will appear prior to the end of each computer session. Failure to note this warning may result in the loss of work. If no one is waiting or has a hold on a computer, users may renew the computer for two additional 60-minute sessions. Any additional request for Internet usage is at the discretion of the Library Director, Assistant Director or Reference Librarian on Duty.
- Pairs or small groups of people sharing a computer must do so without disturbing or crowding others.
- Headphones are required for listening to any resource with an audio component. Users may purchase headphones from the library, borrow headphones or use their own.
- Cost of printing is $.20 per page for black and white prints, and $.50 per page for color prints and must be paid at the vending machine connected to the library's copier/printer.
- The last computer session of the day ends 15 minutes before the library closes. Library staff are unable to grant additional access after this time.
- Patrons wishing to download information may do so using their own compatible storage device. Patrons agree to print or download in accordance with local, state or federal laws.

Rules for Using Computer Terminals
Users of electronic information resources, including the Internet, are expected to use these resources in a responsible manner consistent with the educational and informational purposes for which they are provided.

Users may not:
- Install, delete or modify library hardware.
- Move or change the arrangement of library computers and attached equipment.
- Use the network to make unauthorized entry into other computational, informational or communication services or resources.
- Make any attempt to damage computer equipment or software.
- Make any attempt to cause degradation of system performance.
- Misuse library computers or other equipment and resources.

Loss of Privileges
Failure to abide by these rules may result in the loss of computer or library privileges.

Approved by Board: 2/10/26	