

Guilford Smith Memorial Library Internet Access Policy

1. The Library provides public access to the Internet through desktop computers and wi-fi, as part of its commitment to provide public access to information in all forms and from all sources.
2. Anyone wishing to use the computer must present a Connecticut library card valid for use at the Guilford Smith Memorial Library and check out a computer slip. Internet use is limited to one-half hour when others are waiting.
3. The Library does not monitor and has no control over the information accessed through the Internet and cannot guarantee quality, reliability, or suitability of material available. Links may change rapidly and not all sources on the Internet provide accurate, complete, or current information.
4. These are public computers connected to a public network. Therefore, The Library cannot guarantee privacy of any information, including that of passwords or any other information willingly submitted online. It is the user's responsibility to log-off of all accounts, including email, social media, banking accounts, etc.
5. As with other Library resources, parents or guardians of children under 18 are responsible for their child's use of the Internet in the Library, and they and their children are solely responsible for the content of the material viewed. Since the Library does not censor controversial or inappropriate resources, parents are strongly advised to supervise their children's Internet access. Please see the pamphlet [Child Safety on the Information Highway for guidelines issued by the National Center for Missing and Exploited Children.](#)
6. The Internet may not be used for any unlawful or criminal activity, nor for commercial purposes of advertising. Illegal acts involving library computer resources may also be subject to local, state, or federal authorities. No pornographic material may be accessed from the Internet. Accessing this material would be an example of sexual harassment to staff and patrons. If users choose to pay for services offered on the Internet and they send their credit card information, they do so at their own risk.
7. Users may not alter the configuration of the computer's settings or interfaces. The user is responsible for any damage to the computer and/or peripherals. A first offense misuse of computer or Internet access will result in a warning. A second offense misuse of computer or Internet access will result in computer privileges being withdrawn.
8. Library staff can offer searching suggestions and assist patrons with basic instructions. Library staff cannot provide in-depth training on a day-to-day basis. However, in-depth training may be offered through classes and seminars sponsored by the Library.
9. Users may not download files from the Internet. Users may not use their own disk or software on Library computers, but may use their own flashdrives. Users may print Internet pages. There is a charge of 10¢ per page for printing black and white, and 25¢ for color.
10. Periodic downtimes may be necessary for maintenance, technical difficulties, or staff use.
11. The library reserves the right to modify and change this policy at any time.

06/08/18

I have read and agree to follow the Guilford Smith Memorial Library's Internet Access Policy.

Patron Name Date

Staff Name Date