Gilsum Public Library Internet Acceptable Use Policy

This policy applies to all devices connected to the Library network. Use of Library public computers or the wireless network constitutes agreement to abide by this Internet Acceptable Use Policy. This policy is to be used in conjunction with other Library policies, federal, state, and local laws and regulations concerning use of the internet and computing resources.

The Library offers wireless public access to the internet as a service for users with wireless enabled laptops, mobile devices or tablets, or with Library computers. The Library accepts no responsibility regarding the ability of patron-owned equipment to connect to the wireless network. Library staff will not change settings on patron equipment, unless expressly invited to do so as part of a user's request to troubleshoot and/or resolve the device's connectivity issues with the Library's network. Due to circumstances beyond our control, there may be times when access to the internet is not possible. Use of headphones is required for sound.

The Gilsum Public Library does not use internet filtering software or actively monitor patrons' internet activity. The Library has no control over the materials found on the internet. The Library does not censor your access to material nor protect you from information you find offensive, controversial or inappropriate. Due to the nature of the internet, not all information you find will be accurate, complete or current. Users are cautioned that because security in an electronic environment such as the internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access, and should be considered public. The Library accepts no responsibility for any software downloaded and/or installed, emails opened, or sites accessed while patrons are using the Library's wireless internet connection. The patron indemnifies and holds harmless the Library from any such damage. Use your discretion in using this global resource.

While the Gilsum Public Library upholds the right of confidentiality for all patrons, internet users should have no expectation of privacy in the Library setting. Patrons may not use the internet or public computers for any illegal purpose including unauthorized access to any computer system, software piracy, or illegal materials; invading the privacy of other users, sending harassing or threatening messages or material; or violation of copyright laws. Viewing child pornography is illegal and will not be tolerated at the Library. For information, see 18 USC 110 of the US Code. Internet users must respect the rights and sensitivities of others, images on the screen may be visible to a wide audience. There are times when viewing otherwise legal materials may be inappropriate. Patrons are asked to refrain from displaying materials on Library computers or their personal computers, mobile devices or tablets that may be interpreted as intimidating, hostile, offensive or inappropriate. Internet users should not display offensive material to passersby. The Library staff reserves the right to address such use of the internet or behavior by requiring a patron to terminate his or her session, or to prohibit a user from subsequent sessions. Displaying adult content material, digital or print, in public view will result in an automatic 30-day suspension of all Library privileges. Reinstatement of privileges requires a written request for an appointment with the Library's Board of Trustees.

As with other Library materials, restriction of a child's access to the internet is the responsibility of the parent/legal guardian. The Library will not serve *in loco parentis* to monitor children's access.

The Library reserves the right to seek financial redress if a user's behavior results in damages to the Library equipment or network. Misuse or abuse of Library resources or willful and malicious damage to equipment may result in the immediate suspension of Library privileges and/or prosecution of criminal charges [RSA 202- A:24].

Gilsum Public Library Public Computer & Technology Use Policy

The Gilsum Public Library provides a desktop computer and Chromebook for patron use in accordance with the Library's Internet Acceptable Use & Computer Policies. Computers will be available for use whenever the Library is open. Patrons wishing to make use of one of the public computers must check in with a librarian first. A Library card or a valid ID is required to check out the Chromebook which is only available for use within the Library. The Chromebook may be reserved for a specific time and day, otherwise, it is available on a first come, first served manner. The Library reserves the right to set computer session and time limits in order to ensure equal opportunity of access for everyone. Children under the age of eight must be accompanied by an adult when using the computer.

The Library does not keep records of patron internet sessions. Patrons may not store personal information or documents on Library computers and the Library is not responsible for maintaining patron files, documents, or individual website logins. The Library takes measures to protect your privacy when you use Library computers. While you may download files to the computers, it is recommended that you delete them when you are done to protect your own privacy. All files saved to the hard drive and all internet browsing history are deleted periodically. You are encouraged to save your work to a flash drive, cloud based account, or by emailing it to yourself. Please remember to log out of any accounts. The Library is not responsible for any information you leave accessible to the next user. The Library is a public space, we cannot guarantee privacy of documents and images visible on public computer screens or printed from public computers.

Programs or other executable files may only be added by a librarian. If you feel there is a program you need, please make a request to have it added. Manipulating the computer's operating system, setup, or files is prohibited. Abuse of the hardware and/or software will result in the patron being denied use of the computers. Patrons will be held responsible for any damage to equipment caused by misuse.

Patrons will be responsible for learning how to use available programs. Staff will assist users as time and expertise allow. Users may not copy software and must adhere to all copyright laws regarding software use. The Library is not responsible for any damage to patron data that is being accessed with Library equipment, such as USB drives. Please bring your own headphones if you plan to listen to audio.

If the equipment is malfunctioning or the battery is low, staff should be immediately notified. Intentional damage to the computer or its peripheral devices, as determined by Library staff, will subject the borrower to a charge. This charge will consist of the cost to repair or replace the device whichever is less plus a $50 administrative fee. Abuse of the equipment or the service will result in the user being denied further access to the service. Malicious damage may result in prosecution.

CHROMEBOOK
A Chromebook is a special purpose laptop used primarily for browsing the internet. It does not run many common desktop programs such as word or excel, instead it uses google apps. You can temporarily download documents to the Chromebook. You can use a USB drive or save your documents to Google Drive or Dropbox.

The Chromebook may only be used inside the Library during Library hours and should never leave the building or be left unattended. Removal of the device constitutes theft. Patrons are responsible for any damage that occurs to the Chromebook while it is checked out to them. The Chromebook needs to be returned to the circulation desk when done.

When using the Chromebook, you need to log in using a guest account, once you are in you may then log in to your personal Gmail account. Any new accounts created on the Chromebook will be deleted. All default software settings will be restored and all created and downloaded files, cookies, internet search history, etc. will be removed upon logout. The user is responsible for saving their work prior to shutting down. There is no possibility of recovering files after the system has logged off.

PRINTING
Wireless printing is available from many devices, with the installation of print drivers. The cost of printing is $0.25 per page. Please pay at the circulation desk when you are finished.

There will be no charge for the first five pages for students using the computer for school-related research purposes.

To print from the Chromebook guest account, you will need to add the printer in settings. (See instructions included with device.)

DISPLAY MONITOR
The Library provides a display monitor for use in public presentations. Any organization wishing to make use of this resource must make arrangements with the Library Director ahead of time and complete a one-time orientation, ideally with the device being used for the presentation. If necessary, the desktop computer may be used to connect with the monitor.

Approved 10.12.2022