

PUBLIC ACCESS TO ELECTRONIC INFORMATION NETWORKS

Libraries make it possible for citizens to have access to the information they need to make informed decisions. The Norridgewock Public Library is committed to networking, which represents good public policy by maximizing the use of the resources of all types of libraries. Every library user benefits from expanded access to information beyond the four walls of a single library building.

The Norridgewock Public Library uses electronic information networks such as the Internet for a variety of purposes:

1. Access to shared automation systems that provide bibliographic access to the collections of the local library and libraries in the region and across the state.
2. Access to the wealth of information resources available via the Internet.
3. Access to general and specialized shared licensed databases available to member libraries through regional and statewide cooperative programs.

Most resources available via the Internet and other electronic information networks are “global” resources rather than “local” resources. The library does not and cannot control the information content available through global resources such as information obtained from outside sources via the Internet.

Internet resources enhance and supplement resources that are available locally within a library. Library users must be aware that this library does not exercise control over information obtained via the Internet and must keep in mind the following points when evaluating information obtained via the Internet:

1. Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.
2. Information obtained via the Internet may or may not be accurate.
3. Information obtained via the Internet may or may not be current and up to date.
4. Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable, and this unavailability often occurs unpredictably.
5. Certain information obtained via the Internet may be considered controversial by some library patrons.

The Norridgewock Public Library urges library patrons to be informed consumers and carefully evaluate information obtained via the Internet. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of Internet information

sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet.

This library is not responsible for damages, indirect or direct, arising from a library patron's use of Internet information resources.

EQUIPMENT AND COMPUTER USE POLICY

The library reserves the right to limit, refuse, and/or ban any patron from using library equipment and computers. Use is limited to patrons in good standing, i.e., all fines have been paid, all overdue materials have been returned, any lost materials have been paid for, and the patron has a current local library card.

Persons under the age of 10 must be accompanied by a parent or guardian while using library equipment or computers. Reservations for equipment or computer use can be made at the circulation desk, and without them usage is on a "first come, first served" basis. However, all patrons shall log in at the circulation desk prior to use to avoid conflicts with reserved times. If a user has not logged in at the circulation desk, that user will be required to give up the usage if a patron who has logged in or made a reservation is waiting.

In addition, these rules apply for library computer (non-Internet) use:

1. Usage is limited to one-hour blocks; however, the patron may continue to use the computer in 15-minute intervals until another patron wishes to use it.
2. If a patron is more than 15 minutes late for a reserved time, the computer becomes open. If a patron is less than 15 minutes late, the allocated time will not be extended to reflect the tardiness.
3. Copyright laws forbid duplication of copyrighted software.
4. The library may restrict the use of personal software on library computers. Library software shall not be copied and must be returned to the circulation desk before use of another software product.

There is a charge of \$0.25 per black and white page of printing from a library computer; \$0.75 per color page.

LIBRARY PROCEDURES RELATING TO ELECTRONIC NETWORKS

This library has developed certain procedures to assist staff and patrons in the use of electronic information resources. These procedures include (but are not necessarily limited to) the following:

1. Time limits for access to allow use of resources by the maximum number of library patrons,
2. Cost recovery for printouts using the library's computer equipment,
3. Priority usage for accessing the library's online catalog,
4. Specific instructions for downloading including compliance with virus protection measures,
5. Restrictions on the use of personal software on library computer equipment,
6. A registration and use agreement form that must be completed prior to usage.

Violation of any aspect of this policy may result in the loss of library privileges.

USE OF EQUIPMENT AND NETWORKS

The Norridgewock Public Library requires that library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable use. The following activities are unacceptable:

1. Use of electronic information networks for any purpose that results in the harassment of other users,
2. Destruction of, damage to, or unauthorized alteration of the library's computer equipment software or network security procedures,
3. Use of electronic information networks in any way that violates a Federal or State law,
4. Use of electronic information networks in any way that violates licensing and payment agreements between this library and network / database providers,
5. Unauthorized duplication of copy-protected software or violation of software license agreements,
6. Violation of system security,
7. Behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment that serves to deny access to other users.

CHILDREN'S ACCESS TO ELECTRONIC INFORMATION NETWORKS

The Norridgewock Public Library supports the right of all library users to access information and will not deny access to electronic information networks based solely on age.

This library recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet. Library staff is unable to monitor children's use. Parents are encouraged to discuss with their children the issues of appropriate use and electronic information network safety.

**ELECTRONIC INFORMATION NETWORKS REGISTRATION
AND USER AGREEMENT**

Patron Name: _____

1. I have read the policies concerning the use of the Norridgewock Library's Internet and computer and agree to abide by the policies.
2. I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.
3. I understand that copyright laws restrict duplication of copyrighted software, and I will follow all copyright laws.
4. I understand that if I fail to abide by the Norridgewock Library's Internet policies, I will lose eligibility for use of this service.
5. I understand and acknowledge that the Internet contains material of a controversial nature including pornography, obscenity, inflammatory or dangerous material, and that Norridgewock Library has no control over the Internet and assumes no responsibility for the content, quality, accuracy, currency, or appropriateness of any Internet resources.

Patron Signature: _____

Library Card ID or Barcode Number: _____

Date: _____

FOR PATRONS UNDER THE AGE OF 18

As the parent or guardian of _____, I give permission for my child to use the Internet computer(s) at the Norridgewock Library. I understand that I am responsible for monitoring my child's appropriate use of this service, that I am responsible for any damage that may occur, and that I have read, understand, and agree to the above statements.

Parent or Guardian Signature: _____

Date: _____