

COMPUTER USE

The Norwalk Easter Public Library offers computer access to support the broad range of cultural, educational, informational, and recreational needs and interests of its customers and the community. Computers may be used for Internet browsing, creating documents, and corresponding through Web-based e-mail and chat rooms.

Guidelines for Use

- A Norwalk Easter Public Library card and a signed Computer Use Agreement are required to use the computers. Individuals under 14 years of age must have a parent or guardian sign the card application form and Computer Use Agreement.
- Outstanding fees must be paid and overdue materials returned before computer use is allowed
- Computer workstations may not be reserved. Usage is on a first-come, first-served basis.
- A maximum of four hours of computer time and/or four logins per day is allowed. Sessions are limited to one hour if others are waiting.
- Only one individual may use a computer at one time.
- Staff will provide assistance as time and expertise permit.
- Computers automatically shut down ten minutes before the library closes.
- Children under the age of eight must be accompanied by a parent or guardian.

Prohibited Activities

Users may not:

- Engage in illegal, unethical, harassing, or defamatory activity.
- Violate copyright laws, intellectual property rights, or software licensing agreements.
- Send, receive, or display potentially offensive text or graphics. The library staff will be the primary judge of what is offensive.
- Install, modify, or delete software or hardware.
- Save documents or download data to the computers' hard drives. A pre-formatted disk or USB storage device may be used. Although virus detection software is installed on library computers, there is no guarantee that material downloaded or saved will be virus free.
- Seek unauthorized access to any network or computer system.
- Create or distribute computer worms or viruses.
- Violate the rights and privacy of another by monitoring or censoring their computer use.

Software

- Microsoft Windows XP Professional operating system and Microsoft Office 2003, which includes Access, Excel, InfoPath, Outlook, PowerPoint, Publisher, and Word, are installed on each computer.

Internet Disclaimer

- The library cannot control or monitor the vast amount of material available through the Internet and is not responsible for its content. The Internet provides access to material that may be personally, professionally, and culturally enriching as well as material that may be offensive, disturbing, or illegal. It is the responsibility of each user to evaluate the material accessed.
- As with other library materials and resources, it is the responsibility of the parent or guardian—not library personnel—to guide and monitor their child's access to the Internet.
- The library does not use filtering software, adhering to the principle of free expression established by the First Amendment to the Constitution.
- The library is not responsible for any damage, cost, liability, or personal harm that may occur from use of the library's Internet connection.
- The library cannot guarantee that Internet transactions or activities will be confidential. The Internet is not a secure environment and third parties may be able to obtain information regarding a user's activities.

Failure to Comply

- Library staff and/or law enforcement officers will intervene to stop prohibited activities.
- Violation of this policy may result in loss of computer privileges and, if necessary, exclusion from the library, arrest, or prosecution.
- Revocation of computer or library privileges is at the discretion of the library director and may only be reinstated by the Norwalk Easter Public Library Board of Trustees.

Adopted by the Norwalk Easter Public Library Board of Trustees November 14, 2005
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