**Enfield Public Library**
**Policies and Procedures**

# Public Access Computer Policy

In accordance with its mission to meet the informational needs of the community, the Enfield Public Library is pleased to provide equal and fair access to the internet for all; including free, unsecured wireless internet access (WiFi) for public use. This policy applies to all use of Enfield Public Library's wired and wireless internet service. It is the purpose of this Public Access Computer Policy to clarify and emphasize particular issues and is used in conjunction with our Patron Behavior Policy.

The library fully supports the declarations of the American Library Association. The ALA Code of Ethics, the Library Bill of Rights, the Freedom to Read and Freedom to View statements all govern our duties and responsibilities to the general public.

The Enfield Public Library complies with the Children's Internet Protection Act (CIPA). As a member of the Connecticut Library Association, the Enfield Public Library supports the principles of open, free and unrestricted access to information; including information available via the Internet. Adults have the right to request such filters disabled. Please see the Reference Librarian for assistance. Be aware that filtering software may help block access to objectionable internet sites. The software cannot block out all objectionable sites and it does sometimes block useful material.

The library cannot guarantee privacy of data or computer usage. The library does not actively collect browser history or personal information entered into websites or applications. It is the responsibility of patrons to log out of their accounts. Computer use and reservation records are not permanently retained. The library will not reveal records unless required by law or court order.

Users handling financial transactions or other activities that require confidentiality do so at their own risk. The internet is not a private environment and security of electronic communication is not guaranteed. The library does not assume responsibility for the security of personally owned hardware and software used on library premises.

Any use of computers that violates federal, state or local laws or regulations is prohibited.

The library provides access to a wide range of resources; it is the assumed responsibility of the public to use judgement and caution when using these resources. Parents/guardians, not library staff, are responsible for monitoring their children's use of the internet and other electronic resources accessed using the library's connection. The library respects the rights of parents to determine what is appropriate for their children to read, hear and view; but the library cannot enforce these rules. Parents/guardians can determine the level of filtering desired for their children.

The library's computers are available on a first come/first served basis whenever the library is open. Users may log-in for one-hour sessions and extend time as availability allows.

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It is expected that patrons have a basic working knowledge of computer hardware and software programs. Library staff is available on a limited basis to assist patrons with computer troubleshooting. The library cannot guarantee assistance with computer use.  Please inquire at the Reference Desk about the availability of one-on-one instruction.

Users must pre-pay for printing at the main desk by adding funds to their library card account. Users are given two (2) free black and white pages a day. After the free pages, the cost is $ .10 per page for black and white page and $1.00 per page for color page. Funds added to user accounts are nonrefundable, but can be used for future printing.

All library computers automatically shut down five (5) minutes before the library closes. Warnings will be given by the computer before the computers shut down. Users must have all searching, saving and printing completed before this time. Library staff will not be able to recover material saved onto computers.

Library staff reserves the right to terminate a user's computer session for any reason. Periodic downtimes may be necessary for maintenance and/or technical difficulties.

Freedom to access information is a right, but use of library equipment is a privilege. Users shall respect the rights of other computer users, library patrons and staff in keeping with the library's behavior policy. Violations of this policy or misuse of the computer or internet will result in a patron's loss of computer privileges and may also result in the loss of library privileges, disciplinary, criminal and/or legal action. Misuses include, but are not limited to:

- Downloading programs onto library computers.
- Modifying, troubleshooting, and/or repairing equipment belonging to/under control of the library.
- Changing computer settings.
- Copying system files or attempting to modify such files or software.
- Violating any federal, state, or local law (including all copyright laws).
- Vandalizing any hardware, software or computer systems.
- Introducing any computer viruses into the system.
- Viewing disruptive and/or offensive material that interferes with others' reasonable use of the library.
- Accessing illegal materials.
- Disguising or falsifying sources of electronic mail and other electronic communications with the intent of misleading, defrauding or harassing others.
- Using library computers and internet in discourteous, unauthorized, illegal and/or unethical manner.

The Library is not responsible for internet content. The library does not monitor or control information accessed online. Not all internet sources provide accurate, complete or current

Revised 5/16/22

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information. The library makes no representations as to, nor is it responsible for the content, organization or quality of such information. The Enfield Public Library disclaims any liability or responsibility arising from access to or use of information obtained through the internet.

Revised 5/16/22