

WILLIAMSTOWN LIBRARY
COMPUTER & INTERNET USE POLICY

Users need to sign in at the circulation desk before using library computers. A library card is not needed - computers at Williamstown Library are free for all to use. Please sign on the computer using the proper method and sign off the same way when you are finished.

Computer time is scheduled in half hour blocks with additional time granted IF the computer is available. Reservations may be made in advance. If a reservation is made and the user is more than 10 minutes late, the use is forfeited to someone waiting.

No personal compact discs or programs requiring installation to the hard drive may be used on library computers. Do not attach anything physically or electronically to library equipment. No data can be stored on the library's PC hard drive. No personal CD's for floppy discs can be brought in from home and used on the computer due to possibility of viruses.

Printing (if reasonable) is free of charge. Anything over 10 pages, a charge will be set of 20 cents per page.

Children under the age of 12 are not allowed to use the computer unless they are supervised by an adult (over 18 years of age).

The library staff cannot provide training in use of PC's or Internet. They are prepared to answer simple questions. Self instruction is available through on line help. If something appears broken, please do not attempt to fix it yourself. Report the problem to the person on duty.

The Williamstown Library bears no responsibility for loss of data or subsequent damage arising from use of the Library's PC's or software. This library cannot monitor and cannot be held responsible for the Internet content. Users need to be aware some information is incorrect, dangerous, offensive, biased or outdated and proceed accordingly.

Do not eat or drink at or near the computer at ANY time.

A User Must NOT:

- Use the PC to gain unauthorized access to the Library's network or computer systems or to any other network or computer systems
- Obstruct other people's work by consuming large amounts of system resources or by deliberately crashing any library computer system
- Make any attempt to damage computer equipment or software
- Make any attempt to alter software configurations
- Make any attempt to cause degradation of system performance
- Use any Library computer for any illegal or criminal purpose
- Violate copyright laws or software licensing agreements in their use of library computers
- Engage in any activity which is deliberately and maliciously offensive, libelous or slanderous
- Install or download any software

The Library may deny or withhold computer/Internet privileges and other library services for infractions of these policies. The parents or guardians of minors may also lose their computer privileges and other library services for infractions of these policies. Unlawful activities will be dealt with in an appropriate manner.

Use of the Internet for activities that violate local, state or federal laws is prohibited. Illegal activities will be reported to the authorities and information from library Internet use journals may be offered or can be subpoenaed for use as evidence in court. The visual, verbal, or written use of the computer to receive or transmit pornographic, or harassing material is prohibited. Any misuse of this rule will result in suspension of the offending user's computer privileges. As the Library is a public place, it reserves the right to remove sexually explicit materials from the computer screen and to instruct the minor to refrain from seeking similar sites.

User is responsible for any damage they or a guest of theirs may cause to the computer or the software.