



8 Route 129 | Loudon, NH 03307 | [MaxfieldLibrary.com](http://MaxfieldLibrary.com) | (603)798-5153

## Computer and Internet Policy

Maxfield Public Library (MPL) is pleased to offer free Wi-Fi, public computers, and other technical services for public use. MPL will provide access to the Internet, standard software suites, an online catalog of the Library's collection, databases, and other electronic resources, as well as the ability to scan, copy, print, and send documents.

**DISCLAIMER:** Maxfield Public Library, to include its Library Board of Trustees and staff, are not responsible for any information on the Internet. Users should understand that the Internet provides information from both verified and unverified sources worldwide. Some of the information may be considered offensive, disturbing, illegal, inaccurate, or incomplete. MPL assumes no responsibility, and will have no liability, for any direct, indirect, or consequential damages arising from the use of its database server or from the use of its electronic resources or those obtained via the Internet.

*In the event of a law enforcement issue regarding the public computers, users should be aware that they may be subject to criminal prosecution. Law enforcement officials must present credentials, allow for verification by MPL staff or the Board of Trustees, and provide a signed, written copy of any request regarding computer-related investigations of criminal activity.*

- Users must accept responsibility for choosing which electronic resource they will access. MPL does not censor access to material or protect users from offensive information. Since the Internet is not secure, users accept personal and financial responsibility for information transmitted or received.
- Public computers are available on a walk-in basis. There is, however, a limit to one hour. If a user requires additional time and no other patrons are waiting to use to a computer, additional time may be allowed.
- Users may not store information on public computers. Files are routinely deleted.

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational

purposes for which they are provided. It is unacceptable to use MPL's computer systems and Internet resources for any purposes that violate the law or library policies.

The following is a list of **unacceptable uses**:

- Viewing material that violates federal, state, or local laws or regulations, including those regarding accessing, viewing, printing, and distributing obscenity or child pornography
- Sending, receiving, or displaying text or graphics containing extremes of sex or violence.
- Using computers to gain access to the Library's internal network or computer system or to any other restricted network or computer system.
- Using computer accounts, access codes, or network identification numbers without authorized permission.
- Violating copyright laws or licensing agreements pertaining to software, files, or other resources obtained electronically.
- Violating another user's privacy.
- Attempting to alter software configurations or to cause degradation of system performance.
- Engaging in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
- Installing or downloading any software.
- Disrupting or interfering with network users or services. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising, harassment of others, propagation of computer worms or viruses, randomly initiating interactive electronic communications, or overuse of interactive network utilities.
- Tampering with, destroying or damaging equipment, software, or data belonging to the library.

#### CHILDREN'S COMPUTER ACCESS AND INTERNET USE

*The Library does not have the right or responsibility to act in the place of the parent.* Parents or guardians are encouraged to work closely with their children in selecting and using materials and resources that are consistent with their own family viewpoints or values. While access to pre-selected sites is provided on the children's Internet computers, the Library urges parents or guardians to supervise their children's Internet sessions.

- Public computers located in the children's library are intended for use by children.

- Adults may use these computers when accompanied by a child who is using the children's library.
- If public computers on the main floor are in use, an adult may be permitted to use the computers in the children's library. When a computer on the main floor becomes available, the adult will be asked to move to the main floor.
- Children's use of computers in the children's library takes priority over adult use.

#### TECHNICAL SERVICES

- There is no charge for scanning documents.
- Outgoing faxes will be charged \$1.00 per fax. Incoming faxes are not permitted.
  - Users may print from MPL's public computers: \$0.10 per black and white page, \$0.25 per color page. *The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.*

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