

# **Richard Salter Storrs Library**

## **Internet Access Policy and Guidelines**

### **Introduction**

Consistent with its mission to educate, inform and meet the recreational needs of the community through a wide array of resources, the Richard Salter Storrs Library offers access to the Internet.

The library's goal in providing Internet access is to enhance its existing collection in size and depth and, as a public access agency, to give anyone who wishes to use the Internet the chance to do so.

The Internet is a network of distinct national, regional, and local computer networks each with its own governance and operational priorities. Information on the Internet is created and added by governments, corporations, universities, organizations and individuals throughout the world. Consequently, the Richard Salter Storrs Library makes access to the Internet available to its patrons but cannot control, verify, or otherwise validate the information located by users. Patrons are encouraged to exercise caution in the use of that information and to confirm its accuracy with other sources.

### **Staff Assistance**

Library staff cannot assist patrons with extensive research or provide detailed personal instruction. Library staff will help users to:

- find reliable information sites.
- use electronic resources.
- locate additional training materials in the library's collection.
- identify training sessions.

### **Access**

Anyone is eligible to use the library's equipment to access the Internet. Library equipment used to access electronic resources and/or networks may only be used for lawful purposes. By using library equipment and electronic infrastructure, library patrons imply their agreement to abide by the library's *Internet Access Policy and Guidelines*. It is the patron's responsibility to read this policy before accessing the network.

Using a shared computer is riskier than using a computer to which access is limited. The library assumes no liability for loss or damage to the patron's data or for any damage or injury arising from invasion of the patron's privacy.

As the library's computers are in a public area, patrons must remain sensitive to the fact that they are working in a public environment shared by people of all ages. The library strives to balance the rights of patrons to access information resources with the rights of patrons to work in a public environment free from sounds and images intended to harass

other library patrons or library staff. The library does not routinely monitor public computers, but reserves the right to do so when a violation of this policy or illegal activity is suspected.

Some Internet services may not be provided through the library's connections for financial, technological or security reasons.

### **Time and other limits**

Internet access is provided on weekdays for one hour sessions from 10:00 A.M. to 3:00 P.M. and for thirty minute sessions from 3:00 P.M. to 7:30 P.M. On Saturdays, the Internet will be available for thirty minute sessions from 10:00 A.M. to 3:30 P.M. This includes time for downloading or printing information. Reservations can be made in person or by telephone up to thirty days in advance of the session. Time may also be available on a walk-in basis. Should the workstation not be in use, sessions may be extended. A maximum of two people may use the workstation at one time.

The Internet workstation is for Internet Access only, and users may not use their own software programs on this workstation. Those wishing to download information may provide their own diskette or flash drive. Diskettes may also be purchased at the Reference Desk for \$1.00. Users should recognize that software downloaded from the Internet may contain a virus. Users should have virus checking software on their home computers. The Richard Salter Storrs Library is not responsible for damage to a patron's diskette or computer nor is the library liable for any damage of any kind resulting from such usage.

There is a charge for printing from public computers, except when printing your patron record.

### **Internet Filtering**

All Internet access computers for public use are equipped with commercial filtering software. The filtering software may help to block access to objectionable Internet sites, however; the software cannot block out all objectionable sites, and it does sometimes block useful material, including sites that are suitable for children and teens. Adults 18 years and older may request unfiltered access. Parents may choose to override the filter option for their child.

### **Responsibilities of Users**

To use library computing resources only for legal purposes.

To use library computing resources in accordance with the ethical standards of the library.

To comply with copyright law, licensing agreements and the policies of individual Web sites.

To respect the privacy of others.

To correctly and sufficiently use the tools available for maintaining data security.

Unacceptable uses of these resources will result in the suspension of access privileges. Examples of unacceptable uses include, but are not limited to the following.

- Destruction of or damage to equipment, software, or data belonging to the library or other users.
- Disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyright-protected material.
- Violation of computer system security.
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
- Violation of library usage policies and regulations.
- Harassment, libeling, or slandering other users or violation of another user's privacy.

Access to the Internet is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Staff is authorized to take immediate action to protect the security of computers and the network and to enforce the policy and procedures for computer use.