

## **Technology Use Policy**

The Canaan Town Library offers public computer stations for the public to use. It is the prerogative of the library staff to set and post time limits for usage of public computer stations. These time limits will be posted visibly in the library.

Patrons must sign in before using a public access computer. When their session is complete, they must sign out.

Parents or other legal guardians are responsible for their children's use of the Internet in the library, just as they are for their use of materials in the library's collections. We urge parents to supervise their children's use of the Internet.

Patrons are expected to use headphones at all times when listening to audio files on the library's public computer stations and on their own devices.

Patrons are allowed to print to the library's printer for a charge which will be posted visibly in the library.

Students may print at no charge if:

The copy is for a school assignment.

The copy is from a material that does not circulate.

Patrons are allowed to fax materials for a charge which will be posted in the library.

Staff will make all attempts to assist patrons with computer questions including assistance with available software and hardware; for example, uploading photos to a website, filling out applications and forms online, formatting documents, saving files to flash drives, or printing.

The library reserves the right to view any material stored on public computer stations. The library will remove or restrict access to any material which it believes to be inappropriate.

The library can review files to maintain system integrity and to make sure that users are using the system responsibly.

The library makes no warranties (expressed or implied) with respect to network services or the content of any advice or information received from the networked computer system.

The library is not responsible for unauthorized costs incurred by patrons while using the public computer stations.

Computer software or programs of any kind may not be loaded on any computer or on the library's computer network without the permission of library staff.

The library reserves the right to add or change network guidelines for safety reasons without notice.

The use of our public computer stations and wireless network is a privilege that may be suspended or revoked at the discretion of the library staff.

Users may not use computer resources unlawfully. This includes, but is not limited to, using our resources to violate copyright agreements, harass others through the Internet, or exploit security holes in computers or networks.

**Patrons using the Library's wifi (wireless internet network) are expected to understand:**

The library's wireless network is an "open network" which means that information transmitted on this network is unencrypted and unsecured.

The library shall have no liability for any damages, direct or indirect, occurring as a result of the use of patrons' personal electronic resources.

Privacy cannot be guaranteed while using personal electronic equipment in a public library area.

Any or all activity restricted on public computer stations is also restricted for users of the wireless internet network.

Users of the Canaan Town Library computer system (public computers and wireless network), agree to comply with the policy and network guidelines, as stated above, as well as all relevant local, state, and federal laws and restrictions that apply. Failure to follow these procedures may result in suspension or loss of the right to access the Internet and/or use of the Canaan Town Library's technology and may result in other legal actions. The Canaan Town Library will not be held responsible for or legally liable for materials distributed or acquired from the Internet or network.

*Approved by the Canaan Town Library Board of Trustees 4/21/14*