

## Southborough Library Policy for Public Use of the Internet

The Southborough Library offers Internet access as a public service. Massachusetts residents are **required** to obtain and/or use their personal library card for access. Guest access is provided for out-of-state users that can provide photo identification. In providing this access, the library does not control, endorse, filter, or monitor the information on the Internet for either content or accuracy.

The individual user, or the parent/guardian of a minor, is responsible for his or her Internet session at all times, and is the ultimate judge of the appropriateness and value of materials and information accessed via the Internet. The library recommends that parents/guardians monitor their children's Internet use, and that they discuss Internet safety considerations, including those listed below.

Mindful of the fact that the terminals are in plain sight, the viewing of sexually explicit materials is not allowed. Doing so will result in a loss of computer privileges. Users abusing the library's Internet access by unethical and illegal use of the Internet will have their privileges revoked. Unethical and illegal use of the Internet and the library computers consists of, but is not limited to:

- a. Harassment of other users, or harassment of individuals at a remote location.**
- b. Destruction or damage of equipment or data.**
- c. Unauthorized copying of copyright-protected materials, or violation of software license agreements.**
- d. Unauthorized use of computer accounts, access codes, or network identification assigned to others.**
- e. Violation of computer security**

In addition, attaching personal hardware or accessories to computers that requires changing software configurations or settings, or downloading or installing software is considered unacceptable use. Use of DVDs, Audio CDs, or terminal disc drives is prohibited.

Library staff can provide general guidance on use of the Internet, but does not perform extensive searches or type for patrons on the public terminals. Library staff typically cannot advise on problems with specific websites, email accounts, or other applications, other than suggesting possible sources for answers or instruction. Staff are unable to type in passwords for patrons.

The library takes the issue of patron confidentiality very seriously. All Internet records (temp files) are deleted once the browser is closed. Paper records of reservations by name are destroyed within a week; no other records of use are kept. However, the library must comply with the USA Patriot Act or any other legislation in which a search warrant or court order is lawfully obtained.

### Internet Safety Considerations

- Some sites contain content that is sexual, violent, or otherwise not appropriate for viewing at the library's terminals.
- Report to library staff (or your parent/guardian) any message or sites that are suggestive, obscene, threatening, or make you feel uncomfortable.
- Never give out personal information such as name, home address, school name, or telephone number. Remember that people you meet online may not be who they say they are.
- Everything you read online may not be true.

