

COMPUTER AND INTERNET ACCESS POLICY

As part of the Epsom Public Library's goal to meet the cultural, informational and educational needs of the community, we offer computer services, including Internet access, to library patrons.

The Epsom Public Library, Trustees and staff subscribe to the American Library Association's "Freedom to Read" and do not limit the information available to patrons of any age, sex, or racial background. The library assumes no responsibility for information available through electronic access which patrons may find to be inaccurate, offensive or illegal. Therefore, parents are responsible for the information their children receive on the Internet.

It is not the responsibility of the library staff or volunteers to provide detailed instruction to anyone using the computer. The staff will be happy, to the best of their ability and time, to answer general computer service-related questions, and to provide instruction for the various computer programs.

The staff will begin shutting down the computers ten minutes before the closing time of the library.

A. The computers are available to registered library patrons in good standing and the general public. All overdue fines must be paid in advance of computer usage. Users under the age of 16 must have a parent/guardian come into the library and countersign the application for unsupervised access (Appendix D).

B. No one age 12 or under will be allowed to use the computer without an adult present.

C. Users check in at the circulation desk.

D. Users may reserve a computer in advance. A limit of one reserved hour per day per user is established to ensure equitable availability. Unreserved time may be used on a walk-in basis if approved by the library staff. In the event no one has reserved or is waiting to use the computer when a user's reserved time is up, the user may continue to use the computer until a request is made. Users who are late for their reserved time will have that time deducted from their service. Users over 15 minutes late will forfeit their reserved time.

E. The user agrees to obey all applicable federal, state and local laws governing copyright restrictions.

F. No more than two patrons at a time may be at a computer station.

G. After the first five pages, printing costs are 15 cents per page.

H. Users are not permitted to download information to the computer's hard drive. Users may download to their own device.

I. Materials ordered from a vendor through the Internet must be paid for by the user via their credit card. The Epsom Public Library will not be responsible for these items.

J. No food or drink is allowed near the computer station.

K. There is no public computer access when the library is closed.

L. Any damage to the computer or its peripheral devices is the responsibility of the user. Abuse of the equipment or service will result in the user being denied further access to the service.