

# GALWAY PUBLIC LIBRARY POLICIES AND PROCEDURES 03-1

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## **03.00 POLICY - INTERNET USE**

**03.01 - 03.07**

### 03.01 TABLE OF CONTENTS

03.01	TABLE OF CONTENTS .....	03-1
03.02	POLICY STATEMENT: .....	03-1
03.03	GUIDELINES FOR INTERNET ACCESS .....	03-2
03.04	ACCESS BY MINORS . .....	03-2
03.05	COPYRIGHT .....	03-3
03.06	STAFF ASSISTANCE .....	03-3
03.07	LIABILITY.....	03-3

### **03.02 POLICY STATEMENT:**

The Galway Public Library invites members of the community to access the Internet at no cost during library hours. Users are expected to comply with the conditions and terms of this Internet Use Policy.

The Internet may contain information that is inaccurate, controversial, inappropriate, or questionable in taste. The library is in no way responsible for information found on the Internet.

The display of sexually explicit graphic material is inappropriate for a public and open environment and is prohibited. Violators of this policy will be removed from the Library building and will have their computer privileges revoked. The Library is not responsible for what is displayed on computers connected to the Internet.

# GALWAY PUBLIC LIBRARY POLICIES AND PROCEDURES

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## ***03.03 GUIDELINES FOR INTERNET ACCESS***

- A. All prospective users must read the internet use policy posted at each computer.
- B. Computer time will be allotted in 30-minute segments. If no one is waiting, time slots may be extended to the next half hour. Otherwise, usage will be on a first come, first serve basis. C. Printing is available at .20 per page and must be completed in the user's allotted time.
- D. Users may not tamper with the computer hardware or software or attempt to change any configurations. Users must not vandalize or destroy computer files or knowingly spread a computer virus.
- E. The computer security software does not allow files to be saved to the computer or programs to be downloaded. Patrons may save files to their own disks or USB drives. F. The use of the Internet for illegal purposes is strictly prohibited.

Library staff reserves the right to terminate an Internet session at any time if these guidelines are not followed.

## ***03.04 ACCESS BY MINORS***

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. The Galway Public Library has chosen not to use filters on any of the public computers. The library does not act in loco parentis, and parents or legal guardians are responsible for their children's use of the Internet. The library is not responsible for, nor will library staff monitor internet use.

## GALWAY PUBLIC LIBRARY POLICIES AND PROCEDURES

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### **03.05 COPYRIGHT**

Software available on the computers and networks may not be copied without the explicit permission of the copyright holder. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials except as permitted under the principles of fair use. Responsibility for any copyright infringement lies with the user.

### **03.06 STAFF ASSISTANCE**

Staff cannot provide in-depth personal training in the use of computers and the Internet. Patrons are expected to conduct their own searches, but staff will provide assistance if necessary and time allows. Workshops on computer use and Internet access will occasionally be offered by the library

### **03.07 LIABILITY**

The library assumes no liability for loss or damage to the user's data or for any damage or injury arising from invasion of the user's privacy.

This document reflects revisions made to the original policy adopted 7/10/01 and revised 5/1/07.

I certify that our Board of Trustees adopted the above at a meeting held on 11/5/2008.

*Josana G. Fisher* (PRESIDENT) DATE.....