

NORTH MANCHESTER PUBLIC LIBRARY

Computer & Internet Acceptable Use Policy

1. The mission of the North Manchester Public Library (NMPL) is to provide high quality library services to meet the educational, informational, and recreational needs of persons in the community of North Manchester. A variety of formats will be used to meet these needs.
2. The NMPL cannot control the constantly changing information resources on the Internet, and cannot prevent or control access to resources that may be inaccurate, defamatory, illegal, or potentially objectionable to some people. Users are hereby notified that they are responsible for the access points they reach.
3. The NMPL staff will assist patrons as time and expertise allows.
4. The use of the Internet is a privilege, and the NMPL has the right to set and enforce policies and regulations concerning the use of the Internet. Inappropriate use of library-provided Internet access, as determined by NMPL, will result in disciplinary action. Inappropriate use includes, but is not limited to:
 - Accessing, transmitting, uploading, downloading, or distributing material deemed pornographic, obscene, abusive, harmful to minors, or sexually explicit;
 - Violating any local, state, or federal statute;
 - Vandalizing, damaging, or disabling the property of another individual or organization;
 - Unauthorized access, including so-called 'hacking,' and other unlawful activities;
 - Violating copyright or otherwise using intellectual property of another individual or organization without permission;
 - And unauthorized disclosure, use, and dissemination of personal identification information regarding adults and minors.
5. The NMPL staff monitors all NMPL computers.
6. It is the responsibility of parents and guardians to determine whether to place restrictions on their minor children in the use of the Internet. Parents of minor children must assume responsibility for their children's use of the Internet through the library's connections. **NMPL has applied filters according to the stipulations of the Children's Internet Protection Act (CIPA).** Filters are not infallible, and should not be expected to guard against all inappropriate Internet sites and depictions. Appropriate use of the Internet is the responsibility of the user or minor's parents.
7. Subject to staff supervision, filters on individual computers may be disabled or minimized only for bona fide research or other lawful purposes.
8. Patrons cannot send or receive electronic mail using the library's e-mail account. However, patrons are allowed to access their personal e-mail accounts provided through Gmail, Yahoo etc. To protect the system from computer viruses, patrons may not use personal software programs on Internet Access terminals.
9. Adding, modifying or deleting any computer system element is prohibited.
10. Computer terminals are available by appointment or on a first come, first serve basis.
11. The North Manchester Public Library assumes no responsibility for any damages, direct or indirect, arising from use of the Internet through the library's connections. Patrons agree to hold NMPL harmless and agree to indemnify NMPL from any and all liability.
12. Patrons are allowed one (1) hour of Internet use. If another patron is waiting for a computer, and you have had Internet access for one hour, you may be asked to give up your computer.

The Acceptable Use Policy is reviewed and posted annually. Compliance is the responsibility of the patron.

**Reviewed and adopted by the North Manchester Public Library Board of Trustees
at a public meeting on January 8, 2013. Revised February 2016.**