



Computer and Internet Use Policy

Purpose

The purpose of this policy is to establish guidelines for the appropriate use of the Internet and related technologies by members of the public at the Stevens Memorial Community Library (the "Library"). The Library provides free access to the Internet to support the educational, informational, and recreational needs of the community. Users must adhere to this policy to ensure that all patrons can access and use the Library's Internet resources in a safe, productive, and respectful way.

General Guidelines

1. Access to the Internet:

- The Library provides Internet access to patrons free of charge
- Access to the Internet is available on Library computers and through the Library's wireless network
- Access is granted on a first-come, first-served basis, and usage is subject to availability
- Patrons who do not abide by Library policies may be barred from the Library, prohibited from using computers or other Library services and equipment, and/or prosecuted for illegal activities
- Users are responsible for maintaining the privacy and security of their personal data when using Library computers or wireless networks. The Library is not responsible for any loss of personal information, data breaches, or security issues that may arise during internet use. Patrons may save files to a computer but assume responsibility for the content and privacy of said files. Any files saved to the computer will be deleted once the computer is restarted or shut down at the end of the patron's session. Library employees are authorized to delete any patron files during routine maintenance of Library computers

2. Acceptable Use:

- The Internet should be used for legal, educational, informational, and recreational purposes only
- Users should act in a manner that does not disrupt other patrons' use of the Library's resources or cause damage to Library equipment

- Users must comply with all applicable local, state, and federal laws, as well as this policy, while using the Internet
- Users may save files to a computer but assume responsibility for the content and privacy of said files. Any files saved to the computer will be deleted once the computer is restarted or shut down at the end of the patron's session. Library employees are authorized to delete any patron files, including documents, photos, videos, and music files, during routine maintenance of Library computers.
- There is a charge for printing from the public access computers. Patrons may pay for printing/copying at the circulation desk

3. Unacceptable Use:

- Engaging in any illegal activity, including accessing, distributing, or creating illegal content (e.g., child pornography, pirated software, hacking)
- Accessing inappropriate or harmful content or engaging in inappropriate or harmful activity, including but not limited to content or activity that is obscene, defamatory, indecent, abusive, violent, hateful, harassing, threatening, or discriminatory
- Using the Internet to engage in fraudulent activities or scams, such as phishing or identity theft, to engage in activity likely to upset, embarrass, or alarm another person, or to purposefully cause annoyance, inconvenience, or needless anxiety to another person
- Using the Internet in any way that could disable, overburden, damage, or impair the Library's network, or interfere with any other party's use of the network
- Using any robot, spider, or other automatic or manual device, process, or means to access the Library's network for any purpose, including monitoring or copying any Network traffic or resources available on the Library's network
- Downloading, installing or attempting to install any software, programs, or files that may damage Library computers or interfere with other users. Patrons should also be advised that unsolicited commercial or bulk messages (such as spam) are often means to spread computer viruses and other malicious software. Patrons should accordingly avoid opening unsolicited messages while on the Library network, and are asked to report promptly any suspicious activity or messages to Library personnel.

4. Children:

- Children under the age of 10 are permitted to use Library computers with consent from a parent or legal guardian

- Responsibility for monitoring a child's access to Library resources rests with the child's parents or legal guardians

5. Other Guidance:

- Users are typically permitted to use Library computers for an uninterrupted duration of time, although time limits may be enforced during periods of high demand, or based on the availability of open computers
- Library employees may provide limited assistance on the public computers and patrons' personal devices, but can only assist as time allows
 - Users are responsible for maintaining the privacy and security of their personal data when using Library computers or wireless networks and/or asking staff for assistance

Disclaimer

The Library is not responsible or liable for the content of postings by third parties accessed via the Library's Internet. Users should be aware that not all sources on the Internet provide accurate, complete, or current information. The Library disclaims any responsibility for the accuracy or quality of information obtained.

The Library cannot guarantee the accuracy, availability, or security of online resources. The Library is not responsible for any direct or indirect consequences arising from Internet use, including but not limited to data loss, malicious software, or inappropriate content. Questions or concerns regarding the Stevens Memorial Community Library's Internet Use Policy should be addressed to the Library Director.

ADOPTED by the Stevens Memorial Community Library Board of Trustees 1/19/2026