

## **Pollard Memorial Library—Computer & Internet Usage Policy**

The Pollard Memorial Library, through its access providers, the Merrimack Valley Library Consortium (“MVLC”) and Comcast, Inc., offers limited public access to the Internet for library patrons during regular library hours, but reserves the right to limit internet use time. Library staff members are available to provide suggestions to help patrons with their online searches. The Pollard Memorial Library will not release information on the use of specific Internet resources by members of the public, except as required by law or necessary for the proper operation of the library.

### **INTERNET ACCESS LIABILITY**

Users should be aware that the Internet is not secure, and that third parties may be able to obtain information regarding users’ activities. The Pollard Memorial Library assumes no responsibility for any damages, direct or indirect, arising from the use of its computers or internet resources. Users are encouraged to exercise good judgment and discretion in their use of the internet.

### **FILTERING AND CIPA COMPLIANCE**

The library provides a mix of filtered and unfiltered Internet workstations for adult and underage use. The Pollard Memorial Library complies with the requirements of the Children’s Internet Protection Act (CIPA), which is the federal law that requires all computers in a public library to be filtered if that library accepts any federal funds for Internet access or computers used for Internet access. No child under the age of 13 will be allowed to use the unfiltered workstations on the first and second floors without a parent or guardian present. Ultimate responsibility for how children use the Internet is a matter for parents and their children to decide. Per City of Lowell Ordinance §222-13, Library Child Safety Ordinance, Level 3 Sex Offenders may only use filtered computers. If you need assistance to determine which computers are filtered, please speak with the library staff. Be aware that filters are unreliable and may block sites of legitimate information or educational value, or may allow access to sites that are illegal, obscene or sexually explicit.

### **VIOLATION OF POLICY**

Violation of the policies and regulations that govern the use of our computers and the Internet may result in the suspension or loss of the privilege to use these resources. Violations of any applicable library policies or provisions of local, state, and federal law(s) shall be reviewed on a case-by-case basis. Users, whose Internet and/or library privileges are revoked, may contest the revocation by appealing, in writing, to the PML Board of Trustees.

Patrons cannot use the internet for any fraudulent purpose, including any activities prohibited under applicable Federal, State, or local laws. Whether using a library computer, a personal laptop, or any other electronic device which can access the Library’s WIFI signal, patrons are expected to refrain from displaying or printing graphics which are inappropriate for public viewing.

### **PROHIBITED USES OF PML EQUIPMENT INCLUDE, BUT ARE NOT LIMITED TO:**

- Attempting to, or gaining access to any unlawful materials;
- Engaging in any illegal activities on the Internet;
- Accessing pornography, and/or materials that are harmful to minors;
- Destruction or damage to equipment, software, or data;
- Damaging or altering software components of network or database;
- Attempting to, or gaining unauthorized access to files, passwords, data, etc.;
- Unauthorized use including, but not limited to, the copying of copyright protected material;
- Violating in any way the licensing agreements of PML software and/or databases;
- Unauthorized downloading of information to a workstation’s hard drive.

**TO PROTECT THE PRIVACY OF THE INFORMATION YOU SHARE ONLINE, YOU MUST LOG OUT OF ALL ONLINE ACCOUNTS (EMAIL, FACEBOOK, ETC.). WHEN FINISHED, RESTART THE COMPUTER.**

*This policy is subject to review by the Pollard Memorial Library Board of Trustees. Adopted September 10, 1996. Revised June 16, 1999, May 14, 2002, March 7, 2007, and October 3, 2018.*