

**Auburn Public Library**  
**369 Southbridge Street • Auburn MA 01501 • 508-832-7790**

**Computer Use Policy**

In an effort to provide patrons of the Auburn Public Library with the most current information available, we have established workstations which provide access to the Internet. Unlike other library information which is chosen for its accuracy and reliability, the information available via the Internet is not under control of the library and the Library is not responsible for its content. Patrons should exercise discretion.

**Access Guidelines**

Access to the Internet is available during all of the Library's hours of operation (technology permitting) until 15 minutes before closing.

Library hours: Monday-Thursday 9:30-8:30, Friday 9:30-5:30, Saturday 9-1

**Reserving the Workstations**

In order to provide access to the Internet for as many patrons as possible, each patron will be limited to no more than one hour and fifteen minutes per day. Reservations may be made in person or over the phone. Patrons should be in the Library at the time they have reserved or within ten minutes of that time or they may forfeit their reservation. If a time slot is not reserved in advance or if the person who has reserved a slot is not present in the Library within 10 minutes of their reservation time, anyone in the Library who wishes to use the workstation may do so on a first come, first served basis.

The following workstations are available:

60 Minutes #1 (Seated)  
60 Minutes #2 (Seated)  
60 Minutes #3 (Seated)  
60 Minutes #4 (Seated)  
60 Minutes #5 (Seated)  
60 Minutes #6 (Seated)

30 Minutes #1 (Standing)  
30 Minutes #2 (Standing)  
Child #1 (30 minutes, seated)  
Child #2 (30 minutes, seated)

Workstations located in the Children's Room are for use only by children under age 11 or by adults accompanied by children.

The Library also provides Laptops for use inside the Library. Laptops will be checked out to library card holders aged 11 and older with a library account in good standing. (No overdue materials or fines.) Laptops may be checked out for a period of up to 2 hours and cannot be reserved ahead of time. Borrowers must leave their library card and a photo ID at the reference desk while they are using the laptop. Borrowers must read and sign the Library Laptop Use Policy before borrowing a laptop for the first time.

**Restrictions**

Restriction of a child's access to the Internet is the responsibility of the child's parent or legal guardian. Children under age 6 are allowed to use the computers provided in the Children's Room while accompanied by a parent or guardian.

Children ages 6-11 are allowed to use the computers provided in the Children's Room unaccompanied with the permission of a parent or guardian.

Young Adults ages 11 and up are allowed to use the Library computers if they have a library card in good standing. Parents who do not want their children to use the Library computers should notify a staff member who can place a restriction on the child's library card.

Guest passes may be provided for patrons who do not have a library card. Guest passes allow one-time use for a period of up to one hour and fifteen minutes. Patrons wishing to use computers for more than a one-time use must register for a library card.

Printing (both color and black and white) is available at the Library. The cost is \$0.20 per page.

The Library does not provide e-mail, online chat or individual accounts for patrons.

The workstations are intended for independent use by patrons. Staff will be available to assist only as their other duties permit.

### **Internet Use Policy**

The Library endorses the American Library Association's (ALA) Library Bill of Rights, ALA Freedom to Read Statement, and the ALA Freedom to View Statement. The Library does not have any statutory authority to assure that only constitutionally protected content is available on the Internet. The authority to determine what is illegal (obscene) and harmful to minors rests with the Massachusetts Attorney General (G.L c.272 §§ 28 and 31).

### **Unacceptable Use**

Patrons are expected to use computing resources for legal, ethical, and appropriate purposes. Unacceptable use includes, but is not limited to, the following:

- Violating computer security and user privacy
- Destruction or damage to equipment, software, or data
- Misrepresentation of identity
- Copyright violations
- Unlawful speech, hate speech, and harassment
- Illegal activities
- Blatantly offensive visual images
- Sexual harassment
- Distributing unsolicited advertising
- Altering or attempting to alter the workstation's settings

### **Consequences of Unacceptable Use**

If Library staff determines a patron is viewing inappropriate material they will send an Instant Message informing the patron that the material is inappropriate. This is considered the first warning. If the patron persists in viewing similar materials they will lose their Internet privileges for one month. A third offense will result in the loss of Internet privileges for six months.