

Internet & Computer Use Policy

Purpose:

The Simsbury Public Library offers free access to computers and the internet in accordance with its mission to “provide free and equal access to information experiences and educational resources that build community and inspire learning.” This policy establishes guidelines for responsible use of that technology.

Scope:

This policy applies to all users of the Library’s computers and/or the internet through personally owned devices.

Roles & Responsibilities:

The internet enables access to a wide variety of valuable resources. As an unregulated worldwide network, it also includes material which is inaccurate or controversial, as well as material which may be offensive or harmful to some. The Library does not and cannot monitor or control information found on the internet and is not responsible for its content.

Internet users are responsible for appropriate computer use, which includes but is not limited to, being considerate to others when accessing potentially offensive information and images. Workstations are located in public areas shared by Library users of all ages, backgrounds and sensibilities. The space surrounding the computer workstations is public space and internet users are subject to the Library’s policy and rules regarding behavior. Computers in the Children’s Room are intended for use by children and/or their caregivers and any content accessed on these computers should be appropriate for all children age 12 and younger.

Inappropriate or unusually heavy use of the network which could cause detrimental effect to the network or connected devices is not allowed.

Personal data may not be saved to Library computers.

Printing fees apply if printing to Library printers from Library computer workstations or from a personal device.

The Library aims to maintain internet access on Library computers, networks and wireless access whenever the Library is open. However, downtimes, both scheduled and unscheduled may occur. Library staff will make users aware of any downtime in advance whenever possible.

Responsibility for a child’s use of the internet rests solely with their parents or legal guardian. Parents and guardians are encouraged to regulate and monitor their children’s use of the internet.

The Library respects all individuals' rights to confidentiality and privacy. Where possible, the Library limits the information it collects on Library computers or wireless devices connected to the Library's network by patrons, and will not release information unless required to do so by law.

Patrons are responsible for having the proper hardware, software and network settings on their wireless device to connect to the Library-provided Wi-Fi. Users may not modify any Library hardware device, software application or program code.

The Library is not responsible for any theft, damage or misuse of personal hardware, software, or peripherals while they are in use in the Library. The Library will not be responsible for any information, such as passwords and credit card numbers, which may become compromised while accessing the internet at the Library.

Enforcement & Appeals:

Library staff may monitor patrons' use of the computers and internet to ensure Library policies and procedures are being upheld. The Library reserves the right to ask users to discontinue to the display of information and images that cause a disruption or discomfort to others. The Library may ask users to discontinue use of the network if a user is causing detrimental effects on the network or connected devices. The Library also reserves the right to contact law enforcement should it be deemed appropriate.

Internet, computer and/or Library privileges may be suspended for misuse, abuse or illegal use of the internet, or behavior which is disruptive to the operation of the Library and/or the quiet enjoyment of the Library by others, or because of other violations to this policy as determined by the Library Director. This decision may be appealed to the Town Manager.

Applicable State & Federal Laws:

Materials obtained or copied from the internet may be subject to copyright laws. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials except as permitted by the principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.

~Approved by the Library Board of Trustees February 3, 2025