



Dedham Public Library

Massachusetts. Minuteman

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Internet Use Policy

The Dedham Public Library strives to provide a place for people of all ages to continue to learn and expand their knowledge. Computer usage and free Internet access is regarded as a valuable and necessary component in reaching this goal. The Dedham Public Library offers these services in an effort to meet the cultural, educational, and informational needs of the community.

The Dedham Public Library makes the Internet available to the public on a basis of Acceptable Use.

Acceptable Use excludes the following but is not limited to:

- Transmitting or displaying obscene, harassing or threatening materials or messages
- Violation of copyright or licensing agreements
- Violation of another user's privacy
- False representation
- Distributing advertising, junk mail or chain letters
- Interfering with or harassing other users either in person or online
- Attempting to violate computer workstation security or gain unauthorized access to the library's network or computer systems or any other network or computer system

Service Limitations:

- Users may secure individual e-mail accounts with free services such as Yahoo, AOL, Hot Mail, etc. The library's e-mail address cannot be used

for personal communication. Staff use of library workstations is limited to business use only.

- The staff can offer limited assistance on the Internet, taking into account time constraints and staffing limitations. This service is offered with the understanding that the Internet is increasingly complex and that the staff may not have all the answers concerning the use of it. The library also may not be able to update its equipment on a regular basis to allow for technical advances because of the cost. The library will maintain its equipment to the best of its ability within its allotted budget for this service.
- The Library is not responsible for any damage done by intent to the equipment.
- Workstations in the Children's Room at the Main Library, and workstations at the Endicott Branch currently employ electronic filters. The adult workstations at the Main Branch Library employ privacy screens. An eventual goal is to offer adult workstations for Internet access at Endicott without filters, but this is not yet possible.

User Responsibilities:

- Parents should always oversee their children's use of the Internet and of the library's materials in general. The library does not act in Loco Parentis and parents are responsible for their children.
- Patrons need to evaluate the currency and accuracy of any information found on the Internet. The Internet does not have one central site that monitors all sites. Some websites are created by parties with ill intentions, and users need to be aware of this. Users should evaluate what they are viewing and check the source. **The Minuteman Library Network (MLN) has a section on its home page called "Web Searching" which brings together in one place Internet sources by subject.** MLN has reviewed and evaluated these sites on the home page and recommends them. The Dedham Public Library urges patrons to utilize MLN's home page first when searching for information, especially for Children's and Young Adult resources.

Daily Use Operations:

- Patrons are asked to be considerate of other computer users and to respect the 45-minute time limit if others are waiting. The librarian on duty reserves the right to ask a patron to allow others access to computer workstations, and they will make every attempt to be fair in

monitoring use.

- Users should report any equipment problems to a staff member and not attempt to remedy the situation themselves.
- Patrons will be charged 10 cents per page for printing.

Voted and approved by the Board of Library Trustees

10/10/2012

Effective Date:

10/10/12