

Hawkins Memorial Library

Internet and Computer Use Policy

Hawkins Memorial Library (HML) provides free access to the internet to augment the community's informational, educational, and recreational resources. Patrons may access the internet through the library's free public access computers and laptops during open hours, or 24 hours per day through the wireless network. Access to the networked and/or wireless connection may be disrupted due to weather or other unforeseen circumstances. Patrons agree to this policy when they access the internet and it is their responsibility to review it for any changes.

Library users of the internet should be aware of the following:

- HML holds the position that only parents and legal guardians have the right – and the responsibility – to monitor and control their own minor children's access to the internet and to information obtained from the internet.
- HML cannot guarantee confidentiality over the internet. Patrons entering personal information (credit card numbers, Social Security numbers, etc.) do so at their own risk.
- HML cannot guarantee the accuracy and/or authenticity of information discovered through this resource. Patrons who find information or subject matter that is erroneous, out-of-date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.
- HML does not filter internet content. Library patrons will be responsible for what they are viewing. Patrons should be mindful that some content viewed on personal or library devices may be considered obscene or disturbing to other patrons and/or library staff. Patrons may be required to relocate to a different location.
- HML complies with the United States Copyright Law, and all other federal, state and local laws relating to the use of the internet and other electronic media. Illegal activities, such as copyright infringement, theft, fraud, etc., are prohibited. Patrons that are found viewing content that is a violation of local, state, or federal laws will have their library privileges suspended and local authorities will be contacted.

Rules and Guidelines for Public Access Computer and Laptop Use:

- Public access computers and laptops are available on a first come, first served basis, for one hour blocks of time with additional time if no one else is waiting.
- To use a public access computer inquire at the circulation desk.
- All computer sessions must end 15 minutes prior to closing time
- Print copies can be made from the computers in black and white or color. Patrons shall pay for all copies sent to the printer. Please see the Circulation Policy for the fee schedule.
- Public access computers and laptops do not have speakers. Patrons can supply their own headphones or earbuds, or borrow headphones at the desk.
- HML utilizes software that clears all usernames, passwords, search histories, caches, cookies, saved documents, etc. at the end of each session. Patrons wishing to save their work should use portable media or upload to an online server. HML is not responsible for work or information lost due to computer, network, or user error.

- HML staff cannot provide in-depth training on personal computer use or the Internet. Staff are able to assist patrons with public access computers and laptops only as time and expertise allows. Library staff will not be held liable for handling non-library equipment.
- Public access computers and laptops do not have antivirus or antimalware capabilities. Patrons using portable media (such as USB drives) on library computers do so at their own risk.
- Misuse of the computers such as physical abuse of hardware, accessing non-designated products and services, software tampering, etc. is not allowed. Loss of computer privileges and/or charges for damage inflicted on software or equipment are at the discretion of the library. If the patron is a minor, the parents or guardians will be held responsible.
- The Library reserves the right to end a computer session at any time at our sole discretion.
- Anyone using HML's public access computer or internet service is subject to the Library's **Patron Behavior Policy**.

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