Kennebunk Free Library
Acceptable Use Policy
For Internet and Computer Use

Introduction

The Kennebunk Free Library (KFL) strives to provide free and equal   access to information to all patrons by adhering to the Library Bill of Rights and the Freedom to Read Statement, as adopted and supported by the American Library Association.

The use of the Library's computers, networks and Internet services is a privilege, not a right. All electronic resources users should be aware that the inappropriate use of electronic information can violate Local, State and Federal laws and can lead to prosecution by those jurisdictions. Unacceptable use of the Library's computers and Internet access resources will result in revocation of use privileges and the user will be held responsible for his or her inappropriate use. The Library Director shall have final authority to decide whether a patron's privileges will be denied.

Services Provided:

Public access computers are available to all patrons for educational,   informational, and recreational purposes in accordance with the Library's mission.

KFL does not monitor or censor the information available over the Internet. The Internet is an unregulated medium, unlike other Library sources that are chosen, organized, and catalogued. The information available on the Internet can be enriching and educational; however, some of it may be offensive to some people. The Library makes no guarantee, neither expressed nor implied, with respect to the quality or content of the information available on the Internet.

Responsibilities:

- All Internet resources available through the Library are provided equally to all users. Therefore, parents and guardians must assume responsibility for their minor children's use of the Internet through the Library's connection. Parents are encouraged to read Child Safety on the Information Highway, copies of which are available at the circulation desks.
- The Library's publicly available computers are configured to restrict altering the settings. Patrons may not alter any of the configurations of the computers in any way. Downloading, installing and altering software other than what is already installed is prohibited and will be considered an unauthorized use.
- The patron and/or patron's parent/guardian shall be responsible for compensating the Kennebunk Free Library for any losses, costs, or damages incurred. KFL assumes no responsibility for unauthorized charges, costs, or illegal use of the Library's or patron's electronic equipment.
- Library computers are located in the public areas of the Library. In using Library computers, including email and stored files, patrons should have no expectations of privacy. Patrons are asked to be mindful of their neighbors while using Library internet resources.

- Patrons may access personal website-based email accounts (Hotmail, Yahoo, etc.) but may not configure email client software (MS Outlook, etc.) for their own personal use. The Library does not filter or restrict email content in any way. Parents/guardians of minors are urged to supervise the minor's use of such email accounts.
- Patrons will not use the Library's computers or wireless Internet connections for unauthorized, unethical or illegal purposes including but not limited to:

  ‾ Creating or distributing a computer virus;
  ‾ Using the computers to gain unauthorized access to other computer systems (e.g. hacking);
  ‾ Using impolite or abusive language; and/or
  ‾ Accessing material that is obscene, pornographic or deemed harmful to minors, as defined by law.

In accordance the Maine State statute regarding confidentiality of patron information (27 M.R.S.A. § Section 121) and the Kennebunk Free Library Patron Privacy policy, the Library will not disclose any information, including the use of electronic resources, about any of its patrons, adult or minor, except by the express written permission of the patron involved or as otherwise ordered or directed by a court of competent jurisdiction.

Procedures:

- Before using KFL computers, patrons must sign-in, using your first name, at the Circulation desks.
- Computers are on a first-come first-served basis. Three (3) Internet Express standup stations in the Adult department are available for ½ hr. increments of use. Four (4) "sit down" computers in the Adult dept. are available for 1 hr. increments of use, with the possibility of extending that time should no one be waiting. Three (3) computers are available in the juvenile dept. for ½ hr. increments of use.
- Computers in the Children's Room are only for use by children through the sixth grade.
- Youth in the seventh grade and older and adults must use the   terminals on the Library's main floor.
- During times of high demand, it may be necessary to limit daily   usage to one hour per day.
- Computers may be reserved for one hour blocks of time up to 24 hrs. in advance. No reservation is guaranteed after 10 minutes. A patron who shows up late will not receive additional time
- Patrons wishing to download files or programs must use a personal diskette, CD-ROM or flash drive. Diskettes may be purchased from the Main Circulation Desk. Patrons may not download programs or files to the computer hard drives.
- Personal headphones may be used at the computers at a volume that does not disturb other patrons.
- Library Staff cannot provide comprehensive technical training or support.
- Printing is available at $.25 per sheet.

<u>A Note About Wireless</u>

Wireless access is provided as a service to KFL patrons for personal notebooks, laptops, and other mobile devices.
- Access points are unsecured.
- Library staff cannot troubleshoot problems related to a specific device nor can the Library guarantee that a device will work with the Library's network.
- KFL is not liable for the consequences of wireless network use   in any way.

Wireless users should not leave their devices unattended. The Library is not responsible in case of damage to or theft of personal notebooks, laptops or other mobile devices.

Library Trustees shall review and approve these policies annually.
Approved by the Kennebunk Free Library Trustees 2/27/2007
Amended and approved by the Board of Trustees 3/28/2010