



39 Bowdoin St. | Winthrop, ME 04344 | 207-377-8673 | [www.baileylibrary.org](http://www.baileylibrary.org)

# INTERNET & WORKSTATION POLICY

## I. PURPOSE

The Library provides open access to the Internet as an integral part of the Library's mission statement. The Internet is a worldwide computer network that provides easy access to an enormous and growing body of information. The resources available on the Internet expand the Library's information services well beyond traditional collections and electronic resources. In providing community access to the Internet, the Bailey Library enhances its existing collection in size and depth, and provides the opportunity for any citizen to utilize the exciting resources on the Internet.

## II. INTELLECTUAL FREEDOM

- The same standards of intellectual freedom, privacy and confidentiality endorsed by the Charles M. Bailey Public Library for traditional resources and services also apply to electronic media, including use of the Internet. The Library has a policy of open access to all parts of its collections, including access to the Internet, and use is not restricted by age. Supervision is the responsibility of parents, guardians or caregivers. Use is not prioritized by information need because everyone's information need is important to him or her, and it is not restricted by residency. However, remote access to some electronic databases is restricted by membership or is available in-house only.

## III. INFORMATION DISCLAIMER

- The Internet offers open access to information, ideas and commentary from around the world and a vast array of tools and resources for different age levels and points of view. However, not all sources on the Internet provide information that is accurate, complete, current or legal. The Charles M. Bailey Public Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. Most definitely, some resources and destinations contain material that some members will find personally offensive or inappropriate for children. The Library, through its participation in the Digital Maine Library, can and does recommend interesting and useful destinations and resources for our customers to explore. These sites, indexed by subject area or source of information, can be found through the Library's website.



## IV. CHILDREN AND TEENS

- As with all library materials, parents, guardians and caregivers are responsible for their children's use of the Internet. Library staff does not control the websites that children and teens may select on the Internet. Parents/guardians are strongly encouraged to work with their children to develop acceptable family rules of Internet use.
- Computers in the children's wing are for use by children in 8<sup>th</sup> grade or below, except for parents and guardians accompanying children. Computers in the adult wing are for use by individuals age 17 and older, except for children accompanying a parent or guardian. Computers in the teen area are for use by individuals in 6<sup>th</sup> grade or above. Workstations should remain quiet areas and are designed for use by one person at a time.

## V. ACCESS TO INAPPROPRIATE MATERIAL

- Networkmaine provides the Bailey Library with complimentary access to high-bandwidth, low-latency connectivity to the Internet. Networkmaine operates through a coordinating council, which is comprised of the University of Maine System, the Maine State Department of Education, the Maine State Library, and the Maine State Government Office of Information Technology. In order to continue receiving complimentary Internet access the Bailey Library is required to comply with the Children's Internet Protection Act and adopt the following policies:
- It is the policy of the Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].
- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.



## **VI. INAPPROPRIATE NETWORK USAGE**

- To the extent practical, steps shall be taken to promote the safety and security of users of the Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
- Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **VII. EDUCATION AND SUPERVISION**

- It shall be the responsibility of all members of the library staff to educate and supervise appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Adult Services staff.

## **VII. DOWNLOADING**

- Patrons may download information from the Internet to their own data storage device, or to their own email accounts. Users should not expect library staff to make copies for them, nor to know the specifics of how particular email accounts work. Under no circumstances may a user download or save anything to the hard drive of any library workstation or to a network drive unless specifically designated. The Library assumes no responsibility for damage to data storage devices, or non-library computers that may result from downloading files from the Internet.

## **VIII. USE OF WORKSTATIONS**

The Library recognizes that group work can be a valuable learning experience. However, if a group creates a disturbance to the effective use of the Library by others, they will be asked to correct their behaviors, disband, and/or leave the building, as appropriate. In general, workstations are designed for use by one person at a time.

Although some Internet workstations may be scheduled in advance, the workstations are available on a first-come basis. Time on the Internet is limited to 60 minutes in the adult wing and 30 minutes in the children’s wing and teen area when others are waiting.

The Library provides 10 free pages of printing and photocopying for tax forms, school assignments and job searches only. Otherwise, the cost is \$.15 per page for black and white and \$.50 per page for color when available.

