

## Internet Policy

### *The Library has Internet workstations for children and adults.*

1. The Internet is free and available to anyone. Children under 14 must use the filtered internet computer in the Children's Room. Children under 8 must be accompanied by an adult at all times. All internet usage is subject to our policies, which are subject to change at any time.
2. Reservations and walk-ins are welcome for computer time. You must have your library card in order to make a reservation, and your card must be in good standing. Reservations can be made by phone or in person and only for the day of use. Adults may reserve up to 2 hours per day and children up to 1/2 hour per day. If you fail to show up for your reserved time, it may be reassigned after 10 minutes. Please be considerate of others and cancel when you cannot use your reserved time. If you do not have a library card with you, guest passes for computer time may be obtained at the Circulation Desk. Please no more than 2 users at each station at one time. We use "PC Reservation" which allows patrons to use their library cards or guest passes to log themselves into the computer stations or at the reservation station. The computers turn themselves off at 15 minutes prior to our closing time each day. Two warning notices are given on screen. If you are saving work, please do so before the computers turn off.
3. Users or their parents, in the case of minors, are responsible for any damage to hardware or software and will be liable for repairs or replacement costs. Please report any problems to the desk immediately. Do not attempt to fix it yourself. The Library reserves the right to terminate the privileges of anyone who does not act in a responsible manner.
4. Printing is available in black and white or color. Directions for printing are posted. Black & white is \$0.10 per page, color is \$0.25. The printer is coin operated, and you must deposit money before your prints are released.
5. The staff can provide general help in using the Internet. Please ask if you need help making a reservation, logging on or releasing a print job. The library staff will assist patrons with Internet use as time permits but cannot offer personal instruction. For computer assistance, please see the Reference Librarian. We will be happy to recommend books, computer classes and other resources to help familiarize patrons with the equipment and Internet searching.

**PLEASE NOTE:** The Mansfield Public Library does not monitor access to materials on the Internet. We use filtering software in the Children's Room only. Keep in mind that filters are not infallible and there is always the possibility that you or your child could access material which you find personally objectionable. The responsibility for what minors read or view on the Internet rests with parents or guardians. Children age 8-13 may use the unfiltered Internet workstations in the Adult Department if accompanied by a parent. If unaccompanied by a parent, children under 14 must use the workstation in the Children's Room. We encourage parents to use the web with their children.

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether in the library or at home:

- Use the Internet as a family.
- Join your children in Internet exploration.
- Provide guidelines for your children on the amount of time they spend online.
- Instruct children NEVER to give out personal information (name, address, password, telephone number, credit card number) online.
- Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of information.

Not all sources on the Internet are current, accurate or complete. You must analyze any information you gather. The Library is not responsible for any damage that might result from a user's use of information obtained from the Internet. Internet sites are not selected or monitored by library staff and the library has no control over these sources. All patrons using the Internet must do so in a responsible manner.

This includes the following:

accessing resources only for educational, cultural, recreational and informational purposes, not seeking unauthorized access to any computer system, not using the Internet for unauthorized, illegal, or unethical purposes, and not displaying text or graphics which may be considered obscene as defined in MGL 272, Section 31. Users are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. Privacy for patrons using electronic resources is not possible.