

Computer and Internet Use Policy

All internet usage is subject to our policies, which are subject to change at any time.

Children under 14 must use the filtered internet computers in the Children's Room. 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 under 8 must be accompanied by an adult at all times.

Adult patrons may use up to 2 hours of Internet computer time each day. Children may register for 30 minutes. Additional computer time may be authorized by library staff.

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.

Information cannot be saved to Internet computer hard drives. Patrons may use their USB flash storage device to save their information.

PLEASE SAVE YOUR WORK to a flash drive or cloud storage. If your computer times out, work is lost and not recoverable.

The computers and public printer 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.

Patrons may not bring in or download outside software to use on Library computers. Although the library does not keep any permanent record of the sites you visit or the files you create, we caution that complete privacy on a publicly shared workstation is not a realistic expectation.

Users, or parents/guardians in the case of minors, are responsible for any damage to hardware/software and will be liable for repair/replacement costs. **Please do not attempt to fix a problem yourself.**

Neither the Mansfield Library Board of Trustees, nor the Mansfield Library staff, nor the Town of Mansfield is liable for any negative consequences that may occur as a result of using the library's Internet connection.

Library Staff Assistance

- Library Staff is not available to provide Internet instruction beyond routine assistance in finding resources.
- The Library may, from time to time, offer classes for basic Internet instruction.
- Staff is prohibited from filling out on-line forms or entering any patron's private information onto any website.
- Staff is not able to type, edit, or interpret documents or emails for library patrons.

User Responsibilities:

All patrons using the Internet must do so in a responsible manner. This includes the following:

- Not seeking unauthorized access to any computer system
- Not sending, receiving, or displaying text or graphics which may reasonably be considered obscene or considered harmful to minors as defined in MGL 272, Section 31
- Not using the Internet for unauthorized, illegal, or unethical purposes
- Not making unauthorized changes to the setup or configuration of any software or hardware; or damaging or altering software components of any network or database
- Respecting the privacy of others by not misrepresenting oneself as another user; and by not attempting to modify or gain access to files, passwords, or data belonging to others
- Not reproducing copyright protected materials

Library staff reserves the right to end a patron's internet session, suspend or terminate computer use privileges for anyone who has been found to have violated the library's internet and computer use policy.

Approved by the Board of Library Trustees, 4/10/2024