Public access to the internet is available to all users of the Roxbury Public Library on computers in both the Adult Services and Youth Services departments, and via wireless (Wi-Fi) or Ethernet connection to the Library's network. The Library makes the internet available to the public as an information and educational resource in support of our role as the community's information and lifelong learning center.

Consistent with our mission and the professional principles of public librarianship, this Internet Use Policy affirms the safeguarding of First Amendment rights, intellectual freedom, equity of access, confidentiality of information about users and their use of all library resources including electronic, and individual responsibility. The Library affirms the following principles and user rights as delineated in the American Library Association's *Library Bill of Rights in Cyberspace*:

> *Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library users.*

> *Libraries and librarians should not deny or limit access to information available via electronic resources because of its controversial content or because of personal beliefs or fear of confrontation.*

> *Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.*

> *Responsibility for, and any restriction of, a child's use of the internet rests solely with his or her parents or legal guardians.*

The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the internet. The Library makes no guarantee, either express or implied, with respect to the quality or content of the information available on the internet. Not all the information available via the internet is accurate, current or complete. Users are encouraged to evaluate the validity of information accessed via the internet.

Users are cautioned that ideas, points of view and images can be found on the internet that are controversial, divergent and/or inflammatory. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the internet.

The internet offers access to a wealth of information that can be personally, professionally and culturally enriching. Members of the Library staff have attempted to identify on the Library's home page specific starting points for searches and links to sources on the internet which are consistent with the Library's mission and roles. But, because the internet is a vast and unregulated information network, it also enables access to ideas, information, images and commentary beyond the confines of the Library's collection, mission, selection criteria and collection development policies. Because of this and the fact that resources on the internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive or disturbing.

Because the library computers on which the public can access the internet are located in public areas which must be shared by library users of all ages, backgrounds and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images. Library staff cannot consistently and effectively monitor the public's use of the internet. However, the Library reserves the right to ask individuals to discontinue the display of information and images which cause a disruption.

Users are cautioned that, because security in an electronic environment such as the internet cannot be guaranteed, all transactions, files, and communication are vulnerable to unauthorized access and use and, therefore, should be considered public. Privacy screens are available at the Reference Desk.

## A. Child Safety on the Internet

Parents or guardians are responsible for the internet information selected and/or accessed by their children. Children who use the internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the internet in relation to family values and boundaries with their children and to monitor their children's use of the internet. An additional safeguard has been installed on internet computers in the Youth Services Department in the form of filtering software that restricts access to websites that may be inappropriate.

## B. User Responsibilities

All users of the internet are expected to use this library resource in a responsible and courteous manner, consistent with the purposes for which it is provided, and to follow all internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library. Responsible, courteous use of the internet includes:

- Recognizing that the internet, like all of the Library's information sources, must be shared and used in a manner which respects the rights of others and refrains from activity that prevents others from using it
- Using the Library's internet resources for educational and informational purposes only
- Refraining from using the Library's internet resources to conduct a business or commercial enterprise, or engage in commercial activity such as the distribution of advertising
- Refraining from illegal or unethical use of the internet
- Respecting intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise-controlled software or data residing on the internet
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the internet
- Refraining from damaging or altering the setup of the equipment used to access the internet at the Library
- Refraining from altering or damaging software or data residing on the internet
- Refraining from the deliberate propagation of malware, including viruses, worms, spyware, adware, and other *computer contaminants*, as defined in NJSA 2C:20-23

- Refraining from the transmission of threatening, harassing or abusive language and images
- Time limit (if people waiting) must be adhered to

### C. Compliance with Library Policy and Guidelines
In addition to this specific policy, general guidelines for the use of all public access computers govern the use of the internet in the Library. Violation of the policies and regulations that govern the use of the Library's internet resources may result in suspension or loss of the privilege to use these resources. Illegal activity involving the Library's internet resources will be subject to prosecution by the appropriate authorities.

### D. Staff Assistance
Staff will assist library users in getting started on the internet. Staff is not able to offer extensive explanations about the internet or personal computer use or provide in-depth training. Time permitting, staff will try to answer specific questions about the internet and offer suggestions for effective searching. Staff can also provide information about internet training opportunities and internet books and manuals.

### E. Computer Training Center
The Library maintains a Computer Training Center (CTC) for the purpose of training adults in the use of computers, the internet, and the Library's electronic resources.

Terms of Use:
- Roxbury Public Library programs and classes will receive priority over any other use of the CTC
- Roxbury residents may register for classes; non-residents may join a class on a walk-in basis if a vacant seat is available
- The CTC is not available for commercial use
- The CTC will be open all hours the Library is open, until 15 minutes before the closing of the Library
- When not in use for training or otherwise reserved, the computers in the CTC will be available to adult members of the public, subject to the rules governing the Library's public access computers
- No food or drink is allowed in the CTC at any time

### F. Computers in the Youth Services Department
Children (those under the age of 18) always have first priority on the Youth Services (YS) computers. Adults who do not have a child with them are asked to use one of the terminals in the adult area. Priority will be given to children who need to search for information.

### G. Game Playing
Game playing is prohibited on computers in the Adult Area.
Computer games are allowed in the Youth Services Department and on Teen PCs for those under the age of 18 and only when there is a computer not needed for information purposes.

Approved 8/28/2013

## H. Network Use

The Roxbury Public Library provides unfiltered wireless (Wi-Fi) and Ethernet connections as a service of the library for patrons using their own laptops, tablets, or mobile devices.

This service is not to be used as a permanent connection.

By choosing to use this free network service, patrons agree to abide by the Library's Internet Use Policy. Abusive or illegal activity while using the Library's internet service is prohibited. It is the responsibility of the user to understand this Internet Use Policy and his/her obligation to refrain from displaying inappropriate websites, spamming or any illegal activities. This policy applies to the use of the wireless and wired networks as well as the Library's computers.

The use of the network is at the patron's own risk, and the Roxbury Public Library is not responsible for any damage that may occur to their computer while connected.

Limitations
- The Library cannot guarantee that the service will be available at any specific time.
- Wi-Fi is less secure than a wired network.
- Signal strength may vary in the building.
- Printing is available only from Library computers.
- The connection shall not be used for illegal or commercial purposes.
- Due to insurance limitations and warranties, library staff members are not permitted to configure a patron's laptop or install their network devices.

System Requirements
Patrons must have a compatible device to access the wireless network. The patron is responsible for knowing how to configure their own equipment.

Patrons shall defend, indemnify and hold harmless the Township of Roxbury, the Roxbury Public Library, their officers, employees, and agents against all claims, actions and judgments based upon or arising out of the patron's use of the Library's network connections.