

Lee Public Library Public Access Computer Policy

The Lee Public Library provides free public access computers in keeping with its mission. The public access computers are to be used primarily for research and informational purposes. The public access computers provide access to the Internet, Microsoft Office applications and to databases available through the New Hampshire State Library.

Internet

The Lee Public Library draws from the N.H. State Library Association policies regarding use of the Internet.

The Lee Public Library has no control over the information accessed and cannot be held responsible for the content, accuracy or quality of the information retrieved on the Internet. Unlike other library resources, the Internet is not organized, catalogued or indexed.

The information available on the Internet includes much that is personally, professionally and culturally enriching. On the other hand, it also provides access to information that may be offensive or disturbing to some individuals as well as to information that may be factually incorrect or illegal. There is no guarantee of privacy while using the library's Internet connection. Library staff and patrons may view what is on the computer screen.

The library staff offers assistance, guidance and instruction on using the Internet as a research and information tool as we do with all reference sources. We offer one on one Internet instruction by appointment only.

Children and the Internet

Parents and/or guardians are expected to monitor and supervise their children's use of the Internet. As with other library materials, restriction of a minor's access to the Internet is the responsibility of the parent and/or guardian. **All children between the ages of 12 and 17 wishing to access the Internet must be accompanied by a parent or guardian or must have a permission slip signed by a parent or guardian on file at the library granting them unsupervised access to the Internet. Parents of children under age 12 must sign in their child for internet use and be present in the Library for the duration of that use.**

Guidelines for Public Access Computers

- Anyone desiring to use the library's public access computers must accept this policy which will be displayed on each computer's screen prior to logging in. Use of the library's public access computers shall be evidence of the user's acknowledgement and acceptance of this policy. Children under the age of 18 must be accompanied by a parent or guardian or have written permission from a parent or guardian granting them unsupervised access.
- Reservation tickets with a PIN number may be obtained at the circulation desk.

- The library has four public access computers. One is a designated 15 minute “Express” computer, which is limited to one session per patron per day. The other three computers may be used for up to one hour. The one hour time limit only goes into effect when every computer is being used. If no one else is waiting to use a computer, a patron may request a reservation ticket for an additional one hour session.
- Users should be aware that information may not be saved to the hard drive but can be downloaded to a portable storage device, i.e. USB “thumb drive” or burned to a CD or DVD. Those who wish to download information may purchase a CD from the library at a cost of \$1.00 each.
- Only the library staff may issue a reservation ticket.
- Although the library staff may answer questions or offer general suggestions, they cannot provide in-depth instruction on using various software programs or navigating the Internet. Patrons using the public access computers are responsible for familiarizing themselves with the Internet or software applications from instruction manuals or by accessing the Help menu found on the program or browser toolbar. One-on one computer instruction under the guidance of a volunteer is available by appointment only.
- Copying and use of copyrighted and license-protected software is prohibited.
- We ask that you do not add or delete any programs and do not alter the appearances of these computers.
- There is a charge for using the printer. Black and white printouts are \$.10 each; color printouts are \$.25 each.
- Please, no more than 1 person at a computer station at one time, unless seeking assistance from a librarian, a designated volunteer, or accompanied by a parent or guardian.
- Patrons may check e-mail accounts. Microsoft Word, Excel, Access and Powerpoint are available for patron use.
- Please do not turn off the computers.
- All library computers will be shut down 15 minutes before the library closes. Users must have all searching and printing completed before this time.
- Violations of the library’s public access computer policy or misuse of the computers or Internet access may result in a patron’s loss of computer privileges and may also result in the loss of library privileges and/or legal action.

Adopted by the Board of Trustees
September 18, 2003

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Lee Public Library Public Access Computer Permission Form

Must be completed by those children who have turned 12 but are not yet 18 years of age.

Child's Last Name: _____ First name: _____

Address: _____

Library card number : _____ Phone number : _____

To be signed by child:

I have read and discussed the Lee Public Library's Public Access Computer Policy with my parent or guardian. By signing below I understand and accept all the Internet use rules and guidelines.

Child's signature

Date

To be signed by parent :

I authorize unsupervised access to the library's public access computers by the above minor. I have reviewed the Public Access Computer Policy with my child and understand and accept the written guidelines. I accept any responsibility for any damage to the equipment caused by the above minor.

Parent or guardian's signature

Date