Public access to the Internet is available to all users of The Library of The Chathams on selected computers in both the reference area and children's department. The Library is making the Internet available as an information and educational resource in support of our role as this 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 *Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights*:

- 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 expressed 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 be good information consumers by evaluating the validity of information accessed via the Internet.

Users are cautioned that ideas, points of view and images can be found on the Internet which 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. Library staff has 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 access points 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.

Since 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, background and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images.

Library staff can not consistently and effectively monitor the public's use of the Internet. Yet 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 can not be guaranteed, all transactions, files, and communication are vulnerable to unauthorized access and use and, therefore, should be considered public.

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.

While the computers in the Children's Room are filtered, children are not prohibited from using computers in other areas of the library.

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.

- 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 computer worms and viruses.
- Refraining from the transmission of threatening, harassing or abusive language and images.

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.

Confidentiality of Information
The New Jersey Confidentiality of Library Records Law (NJSA 18A:73-43.2) prohibits unauthorized disclosure, use, or dissemination of personal information regarding Library users, including minors. Personally identifiable information about users may not be disclosed or used in

any way, except to law enforcement authorities as provided in the law. Users should be aware, however, that due to technical difficulties involved in providing absolute security, transactions and files may become public.

Rules for Use of Public Computers

- The number of computers available for public use and the number of databases the Library can afford are limited and must be shared. In order to ensure that as many people as possible are able to use library hardware and software, a daily time limit will be enforced.
- Library computers designated for public access will be available on a first-come, first-served basis and may not be reserved in advance. Library computers designated for public access may be used without charge, but 15 cents per page will be charged for printing (after two free pages).
- Only library-provided software may be used on the library's computers. Software owned or supplied by users may not be installed or used on library computers.
- Users may not alter or attempt to alter the setup of library computers.
- Users may not save their data on the hard drives of library computers. Users must supply their own storage device.
- Computer programs protected by copyright laws must not be copied for personal use.
- Users are asked to respect the privacy of other computer users. This includes not representing oneself as another user, not modifying passwords, not trying to gain access to someone else's data or search history, and not "hovering" over others using computers while waiting for their turn to use them.
- The Library's computers are set up for optimal use by a single individual. However, in some cases, such as a parent/guardian with a child, it may be important for two persons to work/sit together at a single computer. In all cases, because of limited space, a maximum of two persons may sit and/or work together at any one computer.
- The computers in the Children's Room are reserved for use by children only. It is the responsibility of their parent, guardian, or caregiver, not the library staff, to supervise their use of the computers.
- The Library is not responsible for any damage done to computer users' data, hardware or software by any virus which may have been contacted on or through library equipment. Although the Library has installed anti-virus software, protection cannot be guaranteed.
- The Library is not responsible for any damage done to computer users' data, hardware or software as a result of the malfunctioning of library hardware or software.
- Time permitting, library staff will try to help with basic computer problems. Regrettably, staff is not able to offer extensive explanations or provide in-depth training. Information about computer training opportunities in the Chatham area and relevant books/manuals are available at the Information Desk.
- Misuse of library computers may result in the suspension or loss of the privilege to use them.

We wish to credit the Princeton Public Library and New Jersey State Library for content in this policy.