

Acushnet Public Library  
232 Middle Road  
Acushnet, MA 02743  
508-998-0270    [www.acupl.org](http://www.acupl.org)

### **Public Computer Use Policy (Update) – September 15, 2020**

Under advisement from the local Board of Health as a result of COVID-19, the following temporary changes will be inserted into the Public Computer Use Policy approved 7/26/2018. These changes supersede the approved policy until further notice.

#### **Guidelines for Use**

Computer sessions are by appointment only. Appointments must be made in advance by calling the library. Upon arrival at the front entrance, patrons must be wearing a mask or face covering that covers both the nose and mouth. Patrons will be required to wear a mask or face covering at all times while in the building and must maintain 6 feet of distance from other patrons and staff. If the library building must close unexpectedly, every effort will be made to contact those with a scheduled appointment in advance.

#### **Time Limits for Computers**

Computer use sessions are limited to 45 minutes per day. The Library Director has the right to raise or lower the time limit, depending on availability. Patrons will be made aware of the time limit for the day when scheduling an appointment. If a patron arrives after the scheduled appointment's start time, he/she may not get a full 45 minute session.

#### **Fees**

Patrons must have exact change. The cost for printing from all computers is .10 for B&W and .25 for color. Double-sided prints count as two printed pages.

#### **Laptops**

The use of laptops is at the discretion of the Library Director and will follow the above Guidelines for Use and Time Limits.

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## **Public Computer Use Policy**

### **Purpose**

The Acushnet Public Library strives to develop collections and services that meet the informational, educational, recreational and intellectual needs of the community. It is within this context that the Library offers access to the Internet and computers.

### **Library Responsibility**

The Library supports intellectual freedom and the American Library Association's interpretation of the Library Bill of Rights as it applies to Access to Electronic Information, Services and Networks. Library staff cannot control the availability or content of Internet sites. All patrons must cautiously analyze data and information sources, whether printed or electronic, before accepting their validity. The responsibility of the Library is to provide access to information, not to endorse it. Library staff does not monitor a patron's computer or Internet use, except for length of use in order to ensure equal opportunity of access for everyone. The patron is responsible for his or her Internet session at all times. A parent or caregiver is expected to monitor, supervise, and guide their child's use of the Internet.

### **Guidelines for Use**

Patrons who have a valid SAILS library card with fines or charges not in excess of \$10 are entitled to use the Library's computers. All patrons must accept this Computer Use Agreement, which stipulates that the patron has read and agrees to abide by the Library's Public Computer Use Policy. Patrons must have a valid Library card before logging onto a computer. Guest passes will only be issued to non-residents, who must present a driver's license. Guest passes will not be issued for laptops. Online gaming is not permitted. Only internet-based email (i.e.: gmail, yahoo) is allowed.

### **Time Limits for Computers**

Use of the computers is on a first-come, first-served basis. The Library utilizes time management software. Once a patron is logged-in, the software will implement a 2-hour

time limit per day. Laptops will be checked out to patrons and will be due back at the Information Desk within two hours. There is no time management software on laptops.

### **Personal Software and Storage**

Personal software programs may not be used on any of the public computers. If patrons wish to save files, they may use their own storage device. The Library is not responsible for damage to a patron's storage device or for any loss of data, damage or liability that may occur from a patron's use of the Library's computer network (wired or wireless).

### **Fees**

The cost for printing from all computers is .10 for B&W and .25 for color. Double-sided prints count as two printed pages.

### **Patron Responsibility**

The Library requires that patrons using computers, wired or wireless, do so within the guidelines of acceptable use. Exposing Library staff or other patrons to images which may be deemed objectionable or obscene will result in the revocation of Library privileges. Library staff is authorized to terminate any patron's session or revoke a patron's computer privileges if a patron fails to comply with this policy. Illegal acts involving Library resources may also be subject to prosecution by local, state, or federal authorities. Additional unacceptable activities include use for any purpose that results in the harassment of other users; destruction of, damage to, or unauthorized alteration of the Library computer equipment, software, or network security procedures; use in any way that violates a Federal or State law; use in any way that violates licensing and payment agreements between the Acushnet Public Library and network or database providers; unauthorized duplication of copy protected software or violation of software license agreements; violation of system security; and behaving in a manner that is disruptive to others.

### **Staff Assistance**

The Library staff attempts to keep all computers up and running and will try to answer very basic questions about the operation of the computers. Staff cannot provide in-depth training on the computers or on any specific application on the computers. Library staff is not responsible or liable for assisting users who are conducting e-commerce from the Library's Internet computers. Library staff may not access a user's personal accounts on the user's behalf.

### **Copyright**

Patrons accessing the Internet via their own equipment (e.g., patron laptop computers) or via library equipment or resources are subject to applicable State and Federal laws, including copyright laws. Patrons may be liable for violating copyright laws.

### **Liability**

The Acushnet Public Library is not responsible for damages, indirect or direct, arising from a library patron's use of Internet information resources.

### **Laptops**

Please see the Laptop Loan Program Policy for information regarding library laptop usage.

*Approved by the Library Board of Trustees, 2/3/10*

*Revised by the Library Board of Trustees, 7/9/15*

*Revised by the Library Board of Trustees, 5/10/16*

*Revised by the Library Board of Trustees, 7/26/18*

*Revised to accommodate COVID-19 Guidelines by the Library Board of Trustees, 9/15/2020*