

Southwest Harbor Public Library Internet Acceptable Use Policy

Consistent with its mission to provide reliable, timely information to its patrons, the Southwest Harbor Public Library offers public access to the Internet. Internet access is provided under certain conditions that must be met by anyone who wishes to access these resources at the Library. The Library reserves the right to deny Internet access to anyone who does not comply with these guidelines.

It is the policy of the Southwest Harbor Public Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106 - 554 and 47 USC 254(h)].

The following are key terms and definitions defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Southwest Harbor Public Library online computer network when using electronic mail, chat rooms, instant messaging and other form of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Southwest Harbor Public Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director, Assistant Director, Circulation Manager, Children's Librarian or designated representatives.

Public Access Computers/Laptops/iPads

- Patrons may reserve up to 30 minutes a day for any of the public access computers. Patrons are welcome to stay on longer if no one is waiting. Laptops and iPads may also be available. Please sign up at the Circulation Desk.
- The Library makes no claim about the accuracy, suitability, tastefulness or timeliness of any information accessed on the Internet.

- Patrons may print materials from any of the public access computers. Patrons may also print from any mobile device by emailing the documents to swhprint@gmail.com. Patrons must notify staff who can then print out the documents at the Circulation Desk. Patrons will be charged for everything they print, whether or not it was a mistake.
- Email access is only available through web-based email providers like Hotmail, Gmail, Yahoo, etc. The Library does not provide email accounts itself or offer a way to access client-server accounts; however, sometime these types of accounts can be accessed through a third-party resource like www.mailstart.com or www.mail2web.com.
- Due to a limited number of phone lines, the Library can provide access to the Internet only through its public access computers/laptops/iPads or wireless-ready portable computers provided by patrons.
- Patrons may not install programs or reconfigure any of the public access computers/laptops/iPads. If there is a program that you think should be installed, please feel welcome to suggest it to a member of the staff.
- Patrons wishing to save documents, files or programs may do so using writeable CDs, DVDs, or USB flashdrives, which can be purchased from the Library or you can use your own.

Wi-Fi – Walk in wireless

- The Library offers wireless Wi-Fi access to the Library’s Internet service for properly equipped mobile devices. This service is available 24/7. It is free. Connect through Settings to the “Library” network, enter the passphrase “readmore”, and accept the Terms and Conditions, and select “Continue” to finalize connection.
- When you use the Internet through the Library’s Wi-Fi connection you are accepting the Library’s Internet Acceptable Use Policy.
- A Wi-Fi network is less secure than a wired network. Please use caution when transmitting sensitive material.
- Wireless patrons can print documents by attaching the document to an email and emailing it to swhprint@gmail.com. Patrons must notify staff who can then print out the documents at the Circulation Desk.
- If help is needed, Library staff can offer limited assistance, please note, staff is not permitted to touch anyone’s equipment unless a release form is signed. The Library offers a variety of Tech Help Sessions and Digital Literacy opportunities. Please check our website or contact staff to get the current schedule.
- When using your cell phone and other devices please be respectful of others. You may be asked to silence your devices.

Adopted at the Trustee Meeting, April 19, 2016