

Internet Acceptable Use Policy
Albert Wisner Public Library
Effective May 1, 2006

The Albert Wisner Public Library makes the Internet available as part of its continuing effort to ensure that all members of the community have the right and means to free and open access to ideas and information which is fundamental to a democracy. The library affirms its traditional role in not censoring or monitoring use of its resources regardless of format.

Who is eligible?

- If you are eligible for a Warwick library card, (live in the Warwick school district) , you will need a Warwick library card to use the Internet. If you are a non resident, or visitor you will need a valid identification (i.e., RCLS library card or driver's license) to use the Internet. Children under the age of 9 must have a parent or guardian present to assist with Internet use and observe policy.
- ALL users must have a signed copy of the Albert Wisner Public Library Internet Acceptable Use Policy on file at the time of use. Users between the ages of 10 and 17 must have this form signed by a parent or guardian. **The parent/guardian must sign the agreement at the library, in the presence of library staff.**
- Users must be signed in at the Reference Desk by a library staff member, and show their ID before using the Internet.
- Access will be by appointment in 30-minute blocks of time on a first come, first served basis. Additional blocks of time, **up to two (2) hours daily**, may be available to patrons as the schedule allows and at the library's discretion. Patrons may not use the Internet for more than two (2) consecutive 30-minute sessions at any time (i.e. 1 hour at a time). **During evening peak hours of 3 to 8 p.m., patrons will be limited to 30 minutes of Internet usage. Library may change access time as needed.**
- No more than one person may use the Internet at any time, except when necessary for research purposes at the library's discretion.

Making reservations:

- Reservations may be called in to the Reference Desk no earlier than 24 hours prior to the appointment.
- Internet reservations may be made by telephone or e-mail (warref@rcls.org), 24 hours a day, or in person.
- Patrons must **cancel** appointments before the appointment begins.
- Patrons who are more than 10 minutes late for a reservation forfeit their time.
- Walk-ins are allowed whenever the computers are free. (With proper ID)

Staff assistance:

Librarians are available for assistance; however, patrons who require extra help or training are encouraged to take advantage of staff training, online computer tutorials, and video training, as scheduled in the library (visit <http://www.albertwisnerlibrary.org/research/computerskills.htm>), and to investigate formal educational programs available elsewhere in the community for extensive and in-depth computer use and searching training.

User responsibilities:

- Users should allow themselves at least ten minutes before the end of their appointment time to print or save their work.
- **All copies are \$.10 a page.** Please pay at the circulation desk.
- Users may not use their own software, or peripherals (except wireless laptops, personal zip or memory drives).
- Users may not download or save files to the computer's hard drive.
- Computer settings and configurations may not be changed.
- Due to considerations of privacy and system management, the functions of ftp [file transfer], and software downloading, are not available. Information, text, or other programs available on the Internet **may** be downloaded, and/or printed from the Internet through the library's computers.
- As with all formats of information, patrons must respect **copyright laws** and licensing agreements and abide by general rules of acceptable Internet conduct. Acts or behaviors which may jeopardize a source's files, or behavior which may jeopardize the library's Internet account or access to resources will result in revocation of Internet privileges at the library.

The Internet changes daily; information is often not verifiable as accurate and patrons should be aware that errors and intentional misinformation do sometimes occur on the Web. The library cannot be responsible for information gathered on the Internet. Due to the emerging nature of these services, **policies are subject to change without notice and at the library's discretion.** The Albert Wisner Public Library offers Internet access for information gathering only. **IT IS STRICTLY PROHIBITED TO USE THE INTERNET FOR ILLEGAL OR CRIMINAL PURPOSES. ANY UNAUTHORIZED ACCESS WILL RESULT IN IMMEDIATE SUSPENSION OF INTERNET ACCESS. USERS AGREE TO COMPLY WITH FEDERAL, STATE OR LOCAL LAWS, INCLUDING THOSE RELATED TO OBSCENITY, PORNOGRAPHY OR DELIVERY TO MINORS MATERIAL DEEMED HARMFUL TO THEM. VIOLATORS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW. USERS UNDERSTAND THAT INTERNET INFORMATION MAY CONTAIN BOTH WRITTEN AND PICTORIAL INFORMATION OFFENSIVE TO THEMSELVES OR OTHERS.**

“I have read and understand the Albert Wisner Public Library Internet Acceptable Use Policy and the above statement, and acknowledge that I am utilizing the Internet being completely aware of the library’s policies. I agree to waive any claims against the Albert Wisner Public Library, which arise or may arise in connection with any materials or graphics I may encounter while utilizing the Internet. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action pursued.”

PRINT NAME: _____

Signature: _____

For Users 10 to 17 years of age

As a parent or guardian, I have read the Albert Wisner Public Library Internet Acceptable Use Policy and the above statement. I will not hold the Albert Wisner Public Library responsible for material acquired or problems related to the use of material acquired over the Internet.

**I hereby give my permission for my child, _____, to use the Internet at the
Albert Wisner Public Library.**

PRINT NAME: _____ **Date:** _____

Signature of Parent or Guardian: _____