

# Amesbury Public Library

## Public Computer and Wireless Access Acceptable Use Policy

Public computers and wireless Internet access are provided to enhance the mission of the Amesbury Public Library. This policy sets out appropriate use of the Library public computers and wireless access in order to ensure the maximum library-related use of these services, to prevent damage to library computing resources, and to provide guidelines for use.

### **Rights and Responsibilities:**

Computers and networks can provide access to resources as well as the ability to communicate with others worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights and sensibilities of others. They must respect the integrity of the computer systems and related physical resources, and observe all relevant laws and regulations.

Public computers are provided in the Library for:

- Access to catalogs and other informational databases provided by the Library
- Access to Internet resources
- Word processing and other productivity applications
- Printing files from removable storage devices or the Internet

In addition to the Library's Appropriate Patron Behavior Policy the following guidelines apply:

- Users must follow posted procedures for signup and time limitations
- Users may not install, delete, or modify Library hardware or software
- Inappropriate use includes, but is not limited to:
  - Displaying materials that can be considered objectionable according to the Appropriate Library Behavior Policy (whether using a library computer or a personal device)
  - Attempting to alter Library default settings in any way
  - Attempting to violate any security system on a computer or network (whether using a library computer or a personal device)
  - Destruction of or damage to equipment, software, or data belonging to the Amesbury Library or other users
  - Using library resources to harm or disrupt the resources of other persons or institutions
  - Using the machines in any way that violates local, state, or federal law (whether using a library computer or a personal device)

The Library reserves the right to terminate the computer use privileges of any person abusing the above principles. The Amesbury Public Library is not responsible for damage to a patron's disk, USB drive, laptop, or any other device or for any loss of data, or liability that may occur from patron use of wireless access or Library computers.