**Harlem Public Library Internet Access Policy**

**Mission Statement**

Access to Internet is compatible with the library's endorsement of the Library Bill of Rights, the Freedom to Read and the Freedom to View documents, and with its Collection Development Policy and Mission Statement.

The Internet allows users to connect to networks of resources outside the Library. The Harlem Public Library does not censor access to materials or protect library patrons from internet-based information which may be found to be controversial or inappropriate. Additionally, not all sources on the Internet provide accurate, complete or current information. Patrons must exercise judgment and evaluate for themselves the validity of the information found online.

**User Agreement Policy for Public Computer/Devices and Wi-Fi Users**

All Harlem Public Library patrons have access to the public computers and devices, Internet and Wi-Fi. However, the library has no filter on the public access computers and devices. Children under the age of 8 are required to have an adult supervisor when using the library computers. Parents/Guardians who wish to restrict their minor (17 years and under) from computer access must sign a form authorizing the librarian/staff to deny access to his/her child. In addition, parents with concerns about their child's use of the Internet should provide guidance of proper Internet etiquette. Individuals may use the library Wi-Fi network for their own devices both inside and outside the library building with the understanding that the user agreement policy applies.

* Because the public computer workstations are located in public areas that are shared by library users of all ages, backgrounds and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images.
* Wireless access is available through the Harlem Public Library. Access information is available at the front desk. Patrons must sign in with first and last name and time to access the password. The password is changed daily and turned off when the library is closed.
* Access to materials which are child pornography and materials deemed legally obscene or harmful to minors is prohibited.
* Any illegal activity, including copyright violation or illegal or unauthorized entry into computer files or programs is prohibited.
* Cyberbullying is prohibited. Any form of abuse, harassment or intimidation when using the Internet will be grounds for restricted access for the violating individual.
* Minors are reminded not to reveal personal information without the permission of a parent or guardian when accessing the Internet, using e-mail, or engaging in social media.
* The library is not responsible for confidentiality when accessing the Internet. Patrons are reminded that these are public computers and the library cannot guarantee the safety of personal information when accessing the Internet.
* When using the computers or devices patrons must sign their actual name and start up time on the sign-up sheet. There is a 30 minute time limit on the computers. Arrangements can be made with staff for extended time if working on special projects such as job applications, resumes, tax forms, on-line trainings, etc. If additional time is needed, and no other patrons are waiting to use the computers, patrons may sign up for another 30 minutes with a total of 60 minutes per day allowed.
* Patrons may borrow head phones or ear buds to use in the library. These may be checked out at the front desk.
* Patrons may not use their own software or download software to the computers.
* One person is allowed on a computer at a time unless an adult is supervising a minor.
* While using the computers parents/ guardians who are accompanied by preschool children must supervise the children and are responsible for their behavior. If the children violate the Patron Behavior Policy the parents/guardians will lose their computer privileges.
* Documents may be printed at a charge of 20 cents per page. Files may be down -loaded to CD's, and/or USB drives. Please note that the library is not responsible for any damage to personal CD's, and/or USB drives due to system malfunctions or any other reason.
* Computer settings may not be changed.
* The Harlem Public Library has the right to change the Wi-Fi password at any time.

The sign in sheets for Internet/Wi-Fi use will be kept on file for 90 days and are only available to library staff. These sheets can be accessed by law enforcement only with a court order or subpoena.

Notice: Anyone who violates any of the above policies will lose computer and Internet access.

The library staff will assist patrons with basic computer use. However, library staff cannot be expected to complete patron’s searches or any other documents.

Revised November 27, 2018