

PLYMOUTH PUBLIC LIBRARY COMPUTER & INTERNET USAGE POLICY

The Plymouth Public Library offers access to electronic resources, including those on the Internet. The library is committed to serving the information and lifelong learning needs of all. Providing access to the Internet can enable the library to expand its information services beyond the traditional collections and resources. Access is a privilege, not a right, and requires responsibility on the part of the user.

While the Internet offers unlimited global access to all types of information, not all sources are accurate, complete, current, legal, or philosophically acceptable to all people. Some information may be offensive, controversial, illegal, or erroneous. It is the responsibility of the user to select or reject online information based on good judgment and discretion. The library uses [CIPA](#)-compliant content filtering software to manage and monitor Internet usage. The primary use of this software is to filter objectionable or inappropriate content. Patrons should understand that this software is not 100 percent accurate and may allow some objectionable content through, as well as block some content that would be acceptable under library policies.

The Plymouth Public Library cannot fully monitor or control the content on the Internet, which changes rapidly and unpredictably. Parents and guardians of minor children must assume responsibility of their children's use of the Internet at the library just as they must with printed or visual materials. All parents and children are encouraged to read [Connect Safely](#) for guidelines.

Computer Help

While there are many questions that can be asked about computers and technology - all computers are unique. Due to this fact, we can only be responsible for assisting and helping with our equipment and programs. We cannot give technical advice over the telephone or in the library about equipment or software people have in their homes. We would be happy to help patrons find books or professional computer people to assist them.

Acceptable Internet Use

All electronic traffic originating from the Plymouth Public Library will be in accordance with acceptable use standards. Failure to abide by these standards may result in the loss of Internet, computer, and library privileges.

- Respect for the privacy of others.
- Compliance with copyright law and licensing for individual data and programs.
- Consideration for the security and functioning of computers, computer networks, and systems.

Unacceptable Internet Use

Computing resources may only be used for legal purposes by the public and staff in accordance with the ethical standards of the library. Examples of unacceptable use include, but are not

limited to the following:

- Uses for any purposes that violate applicable federal, state, or local laws including copyright laws. Federal law forbids library CDs or DVDs to be copied or transferred to storage devices.
- Interfering with or disrupting other computer users, services, or equipment.
- Attempting to gain or gaining unauthorized entry to other computing, information, or communications sources or devices (hacking).
- Malicious, threatening, harassing, or explicit language.
- Obscene behavior including public display of obscene materials on computer screens or in hard copy.
- Misrepresentation of oneself or the library.
- Activities that could cause congestion and disruption of networks and systems.
- Unsolicited advertising.
- To access, upload, download, transmit or distribute pornographic, obscene, or sexually explicit language or material.

Cautions

- Parents are cautioned to monitor their minor children's use of the Internet.
- Users are cautioned to closely guard the security of personal information, credit card numbers, computer accounts, passwords, and other types of authorizations when using the Internet.
- Users are cautioned to take steps to protect their systems from computer viruses and other destructive computer programs when downloading programs for use on other computers.
- Electronic files should not be considered confidential. When required by law, the Plymouth Public Library must disclose all files to the extent required by law.
- The Plymouth Public Library is not liable for any direct, indirect, or punitive damages (including lost data or information) sustained or incurred in connection with the use or unavailability of the system.
- Use of the Internet stations is on a first-come, first-served basis. The library may set time limits so all patrons seeking access will have an opportunity to do so.