# Internet and Computer Use Policy

**Policy**

The North Hampton Public Library provides electronic services and internet access as part of its role as a source of information, intellectual development and enrichment for the community. In so doing the Board of Trustees endorses the New Hampshire Library Association Statement on the Use of Internet Filters. See https://www.ala.org/advocacy/intfreedom/filtering

Some electronic materials will be selected for purchase by the professional staff of the Library in accordance with our Collection Development and Maintenance policy guidelines.

The internet (wifi) is available to library patrons. Patrons are reminded that some Internet sites carry information which is inaccurate, offensive, controversial or inappropriate. The Library does not use filtering software and is not responsible for the quality or content of information retrieved. Library users access the Internet at their own risk.

Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, pornographic material, or material protected by trade secret. Use for any commercial purpose is also prohibited.

As with other library materials, restriction of a child's access to the Internet is the responsibility of the child's parent or legal guardian. Parents are encouraged to come in with their children and supervise computer and device use at the Library.

**Guidelines for In-House Use of Library Computers**

First-time users are required to read and abide by these guidelines prior to accessing online services.

* To use the library's computers, users must present a valid North Hampton library card. Out-of-town users must present a valid driver's license or be accompanied by a North Hampton resident with a valid library card.
* Patrons shall sign in for computer use at the main desk.
* Online usage will be granted in blocks of one-half hour. If no one is waiting, patrons may continue using the computer.
* The library also offers chrome books and laptop computers for use in the library. These devices require the same adherence to the Computer Usage Policy.
* Patrons may also connect to the internet using their own wireless laptops or other portable devices. Library staff cannot offer technical support to users for their own hardware, or be responsible for hardware or software damage, or for loss or theft of unattended equipment. The wireless connection is not secure and can potentially be intercepted, or may be vulnerable to other user's viruses, malware and hacks. Printing is not supported from the wireless network. All library policies concerning legal and acceptable use of computers and the internet apply to access through the wireless network.
* Computer users are asked to remember that the library is a public place, and that consideration of other library users is a priority. No more than two users shall be at any computer station at the same time. Displaying text or graphics that may be considered obscene or offensive is prohibited, and computer users who do so may have their computer session terminated by a library staff member, and internet privileges may be suspended for a period of time.
* Users are not permitted to download information onto library hard drives, or to load or use personal software.
* The Library's email account is not available for patrons. Patrons wishing to send and/or receive email must have their own accounts.
* USB flash drives may be used with Library computers.
* Users shall not alter, modify, add, delete or destroy equipment, software, computer settings or files belonging to the Library, or in any way violate computer security.
* No food or drink is allowed while using library computer equipment.
* When there is a fault with any equipment or materials, the user will immediately report the difficulty to the library staff. The user will pay replacement or repair costs of any equipment or materials lost or damaged as a result of carelessness or failure to inform staff of a malfunction. Malicious damage will result in suspension of library privileges and/or prosecution on criminal charges.
* Users may print copies on the Library's printer for a fee of 10-cents per single-sided page. Color printing is 25 cents per single-sided page.

# Laptop/Device Use Policy

North Hampton Public Library is configured to allow wireless access to the Internet. Library

users are welcome to bring in their own laptops and/or devices and use the Library’s access.

North Hampton Public Library also offers a Library laptop computer and chrome books **for use**

**in the Library only.**

**Borrowing Procedures**

The Library’s devices may be checked out by library users with a valid North Hampton Public Library card or a valid photo ID. The ID will be kept at the Library’s Circulation Desk while the equipment is on loan to the user.

Use of the laptop that in any way violates Library policies, such as the Library Patron Conduct policy or the **Internet & Computer Use** may have their privileges suspended.

The laptop must be returned to a Library staff member at the Circulation Desk, not left unattended on the Circulation Desk.

**Loan Period**

The laptop may be borrowed for up to 30 minutes at a time. If no one is waiting to use it, it may be borrowed for another 30 minutes. It must be returned to a Library staff member at the Circulation Desk at least 30 minutes before closing time to provide Library staff time to check the condition of the equipment and to charge the batteries.

The laptop is available on a first-come, first-served basis and may not be reserved for future use.

**Fines and Liability**

If the laptop is not returned, or if damage or loss occurs as a result of user negligence, the user will be charged the replacement cost. No food or drink is allowed while using a laptop.

**Laptop Use**

Users should NEVER leave the laptop unattended. Each user is responsible for the equipment borrowed and will be charged for loss or damage that occurs as a result of carelessness, misuse, or non-compliance with Library policies.

When users move the laptop it should be turned off and placed in its folded or closed position.

Since the laptop’s keyboard and touch pad are permanently attached to the rest of the system, it is important to keep them clean. Hand lotion is a major factor attracting dirt and dust, so hands should be clean and free from any lotions before using the computer.

Keep the laptop on a flat, solid surface so that air can circulate through it and prevent overheating.

*Approved by the Board of Trustees May, 2003. Procedures updated November, 2005. Amended June 2008. Amended 2011. Amended and approved February 2022*

# Using the Library Laptop

* **The laptop is for use in the Library only**.
* Use of the laptop in any way that violates any Library policy is prohibited.
* The laptop must be returned to a Library staff member at the Circulation Desk, not left unattended on the Circulation Desk.
* The laptop may be borrowed for up to **30 minutes at a time**. If no one is waiting to use it, it may be borrowed for another 30 minutes. It must be returned to a Library staff member at the Circulation Desk at least 30 minutes before closing time to provide Library staff time to check the condition of the equipment and to charge the batteries.
* If the laptop is not returned, or if damage or loss occurs as a result of user negligence, the user will be charged the replacement cost.
* **NEVER** leave the laptop unattended. Each user is responsible for the equipment borrowed and will be charged for loss or damage that occurs as a result of carelessness, misuse, or non-compliance with Library policies.
* No material should be saved to the laptop hard drive.
* When users move the laptop it should be turned off and placed in its folded or closed position.
* Hands should be clean and free from any lotions before using the computer.
* No food or drink is allowed while using a laptop
* Keep the laptop on a flat, solid surface so that air can circulate through it and prevent overheating.

I UNDERSTAND THE CONDITIONS FOR USE OF THE LAPTOP COMPUTER AND AGREE TO THEM.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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