



Greenwich Library Policy

Internet Use Policy for the Main Library and the Byram Shubert and Cos Cob Branches

Approved June 15, 2009

The Internet Use Policy set forth below will be displayed on each public access computer in the Library System and must be agreed to by a patron before gaining access to the Internet.

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Greenwich Library, in accordance with its mission to provide free and convenient access to information, offers its patrons the opportunity to search the Internet by means of either public computers or wireless devices. Patrons are required to agree to the Acceptable Internet Use Policy before using the Internet at, or through the facilities of, Greenwich Library. The Library reserves the right to review this policy from time to time and to make changes as necessary.

Rights and Responsibilities of Patrons

The Library respects a patron's right to both confidentiality and privacy. The Library will not release information collected by it on the use of electronic resources by patrons except as required by law. However, patrons are cautioned that the Library's Internet connection is not secure and any information being entered or transmitted could potentially be intercepted, viewed by another user, or lost. Users should not transmit personal information (credit card numbers, passwords, or any other sensitive information). The Library is not responsible for any personal information input on a Library computer or for personal items or information left near computer workstations, printers or anywhere else on Library property.

Since computers are located in public areas of the Library, what is displayed on the monitor or sent to a printer should not be considered confidential. Greenwich Library is committed to providing an environment free from sexual or any other harassment. Patrons may not display any materials on computer screens and/or printers that would be inconsistent with such an environment.

It is illegal for patrons to use the Library's Internet access to view, print, distribute, display, send or receive images, graphics or any other materials that violate laws relating to pornography, including child pornography. Patrons may not violate copyright or trademark laws, software licensing agreements or intellectual property rights or download material covered by these laws, agreements, and property rights without compliance therewith.

Greenwich Library Public Computer Acceptable Internet Use Policy

The Internet offers unlimited global access to information. Patrons should be aware that the Library does not monitor, and has no control over, any Internet information accessed through

Library computers. Some information accessed through the Internet may not be current, accurate or complete, and some material may be considered offensive or inappropriate. The Library assumes no responsibility for any information accessed through Library computers.

Rules Governing Use:

- Patrons are subject to all Connecticut and Federal laws.
- Public computers are available on a first-come, first-served basis.
- The Library reserves the right to limit the amount of time an individual may use Library equipment.
- Only Library-provided software may be used on the Library's computers. Individuals may not alter or damage hardware, software or data or in any way interfere with, disrupt or degrade the network.
- Patrons cannot save their data on any Library computer hard drive. Users must supply their own formatted storage medium; Library staff have a limited number available for loan.
- Parents and guardians are responsible for determining which resources are appropriate for their minor children to access on the Internet. Internet access on the computers in the Children's Room at the Main Library and the Children's Area at the Byram Shubert Branch Library is filtered and is limited to use by children aged 12 and under. A designated computer at the Cos Cob Branch Library is also filtered.
- Computers in the Teen area of the Main Library and the Byram Shubert Branch Library are reserved for use by teens when the schools are not in session. Adults may use them when school is in session.
- Patrons are required to use sound-muffling headphones or mute sound to avoid disturbing others; headphones may be purchased from Library staff.
- Time permitting, Library staff will try to assist with basic computer problems. Staff are not able to offer extensive explanations or provide in-depth training.

Failure to comply with these rules may result in the suspension or loss of Internet access privileges, the summoning of law enforcement authorities, or prohibition of use of the Library system.