



## **Greenwich Library Policy**

### **Use of Electronic Resources Policy for the Main Library and the Byram Shubert and Cos Cob Branches**

**Approved May 9, 2017**

Greenwich Library, in furtherance of its mission to provide free and convenient access to information, offers its patrons the opportunity to access the Internet and other electronic resources by means of either public computers or wireless devices. All use by patrons of the Library's computers, printers, wireless devices, Internet connections and all other electronic resources (the Library's "Electronic Resources") is governed by this policy.

#### **Security and Confidentiality of Patron Information**

The Library respects its patrons' confidentiality and privacy. Accordingly, the Library has adopted a Privacy & Confidentiality of Records Policy and collects, maintains and deals with information regarding use of the Library's Electronic Resources in accordance with such policy. However, patrons are cautioned that the Library's Electronic Resources may not be secure and that any information entered into, or sent or received by or through, the Library's Electronic Resources could be intercepted or viewed by third parties and/or lost. Furthermore, because the Library's Electronic Resources are typically used in public areas of the Library, what is displayed on a screen or sent to a printer should not be assumed to be confidential. The Library cannot assure and is not responsible for the security or confidentiality of any information displayed on, entered into, or sent or received by or through the Library's Electronic Resources.

#### **Information Accessed By Patrons Through the Library's Electronic Resources**

The Internet offers unlimited global access to information. Some information accessed through the Internet may not be current, accurate or complete, and some material may be considered offensive or inappropriate. The Library does not monitor, has no control over, and does not guarantee the accuracy or propriety of any information that a patron may access through the Library's Electronic Resources. Accordingly, the Library assumes no responsibility for any information accessed by a Library patron through the Library's Electronic Resources.

Parents, guardians or other responsible caregivers of minor children are responsible at all times for (a) the use of the Library's Electronic Resources by such minors; (b) monitoring and supervising such use; and (c) determining and regulating what information and materials are appropriate for such children to access via the Library's Electronic Resources. The Library does not monitor, supervise or regulate the use of the Library's Electronic Resources by minor children. However, the Library offers filtered 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 and on a designated computer at the Cos Cob Branch Library. The Library cannot and does

not guarantee that the filtering software installed on such computers will block all material that could be considered inappropriate or harmful to minors, and the Library cannot and does not guarantee that such software will not restrict access to web sites that have legitimate educational or research value.

### **Acceptable Use of the Library's Electronic Resources**

All Library patrons must use the Library's Electronic Resources in a responsible and courteous manner consistent with the purposes for which the Library's Electronic Resources are provided. Each Library patron who uses the Library's Electronic Resources must follow all rules and procedures that are set forth in this policy or that are posted or displayed on Library premises. Library staff may take appropriate action in its discretion to ensure compliance with such rules and procedures. A patron's failure to comply with such rules and procedures may result in consequences determined by Library staff in its discretion, such as the suspension or loss of Electronic Resources privileges, the summoning of law enforcement, or prohibition of use of the Library.

Patrons who use the Library's Electronic Resources must not:

- Use the Library's Electronic Resources for any activity or purpose in violation of applicable Federal, state or local laws, including without limitation intellectual property laws (such as copyright, trademark or patent laws).
- Damage, alter or attempt to damage or alter the settings, configuration or location of the Library's Electronic Resources.
- Use the Library's Electronic Resources intentionally, knowingly or recklessly to spread computer viruses or other malware.
- Use the Library's Electronic Resources to create, display or transmit threatening, harassing, defamatory, violent, obscene, abusive or other offensive language or images.
- Engage in any activity that prevents others from using the Library's Electronic Resources in a responsible manner.

### **Miscellaneous Rules and Procedures Governing Use of the Library's Electronic Resources**

- The Library's Electronic Resources are available to patrons on a first-come, first-served basis.
- The Library reserves the right to limit the amount of time an individual may use the Library Electronic Resources.
- For security purposes, only Library-provided software may be used on the Library's devices. Software owned or supplied by patrons may not be installed or used on Library devices.
- Patrons may not save their data on any Library device and must supply their own storage medium. The Library currently offers flash drives for sale at the Welcome Center of the Main Library (although available inventory at any particular time cannot be guaranteed).
- Patrons using their own devices to access the Library's Electronic Resources should use a surge protector and install up-to-date virus protection. The Library is not responsible for any damage

caused to the hardware or software of a patron's device as a result of electric surges, security breaches, viruses, hacking or other malfunctions or hazards.

- Library staff can provide general information or handouts for connecting a patron's device to the Library's wireless network, but should not be expected to troubleshoot problems related to a wireless device or assist in making changes to a device's network settings and/or hardware configurations.
- Patrons should be prepared to rely on battery power to use their own electronic devices. Patrons are not permitted to plug their electronic devices into a power outlet if it would cause an aisle, an exit or another patron's access to Library materials to be blocked.
- Public computers in the Children's Room at the Main Library and the Children's Area at the Byram Shubert Branch Library are reserved solely for use by children age 12 and under.
- Public computers in the Teen area of the Main Library and the Byram Shubert Branch Library are reserved for use by teens when Greenwich schools are not in session. Adults may use the public computers in such areas when Greenwich schools are in session.
- Patrons are required to use earbuds or sound-muffling headphones or mute the sound function to avoid disturbing others. Earbuds may be purchased from Library staff (although available inventory at any particular time cannot be guaranteed).
- Time permitting, Library staff will try to assist patrons with basic computer-related questions or problems. The Library staff should not be expected to offer extensive explanations or provide in-depth training to patrons.

### **General Disclaimer and Limitation of Liability**

Library patrons use the Library's Electronic Resources at their own risk. The Library disclaims all liability for losses or damages of any kind which may result directly or indirectly from such use.

*Replaces Internet Use Policy (approved June 15, 2009) and  
Wireless Use Policy (approved June 15, 2009)*