



**Greenwich Library Policy
Use of Electronic Resources
Approved September 20, 2022**

Greenwich Library (the “Library”), in furtherance of its mission to provide free and convenient access to information, offers its patrons and other users (collectively, “users”) the opportunity to access the Internet and other electronic resources. Any use of the Library’s computers, printers, wireless devices, Internet connections, wireless network, and all other Library electronic resources such as its databases, website, and online catalog (the Library’s “Electronic Resources”) is governed by this Policy.

Users who do not comply with this Policy may be asked to leave the Library premises. Serious or repeated violations of this Policy may result in suspension or termination of Library privileges or prohibition of access to Library premises, in all cases as determined by Library staff. The Library staff may report any suspected unlawful conduct or activity to the police.

Security and Confidentiality of User Information

The Library respects users’ confidentiality and privacy. Accordingly, the Library has adopted the Privacy & Confidentiality of Library Records Policy and collects, uses, and shares information regarding use of the Library’s Electronic Resources in accordance with such policy. As noted in such policy, users 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.

Information Accessed 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. In choosing sources to link to from its website, the Library follows its materials selection guidelines. Beyond this, the Library does not monitor, has no control over, and does not guarantee the accuracy or propriety of any information that a user may access through the Library’s Electronic Resources. Accordingly, the Library assumes no responsibility for any information accessed by a Library user 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, research or other value.

Acceptable Use of the Library's Electronic Resources

All users must use the Library's Electronic Resources in a responsible and courteous manner consistent with this Policy, the purposes for which the Library's Electronic Resources are provided and any rules and procedures 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.

Users of 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 laws governing the transmission and dissemination of information while accessing the Internet, and intellectual property laws (such as copyright, trademark, or patent laws).
- Damage, alter or attempt to damage or alter the settings, configuration, condition, 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, or to make unauthorized entry into other computational, informational, or communications services or resources.
- Use the Library's Electronic Resources to create, display or transmit threatening, harassing, defamatory, violent, obscene, abusive or other offensive language, or images.
- Invade the privacy of others.
- 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 users 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.
- Due to the limited resources available for provision of public access to the Internet, the Library may set limits, for example, on use of large files of still or moving images or sound, or on downloading files in any medium.
- For security purposes, only Library-provided software may be used on the Library's devices. Software owned or supplied by users may not be installed or used on Library devices.

- Users 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).
- Users accessing the Library's Electronic Resources through or on their own devices 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 user'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 user'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.
- Users should be prepared to rely on battery power to use their own electronic devices. Users are not permitted to plug their electronic devices into a power outlet if it would cause an aisle, an exit or another user'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.
- Users 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 users with basic computer-related questions or problems. The Library staff should not be expected to offer extensive explanations or provide in-depth training to users.

General

By using the Library's Electronic Resources, users are deemed to have agreed to this Policy. Users 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)*