



Lee Public Library

Public Access Computer Policy

The Lee Public Library provides free public access computers in keeping with its mission. The public access computers are to be used primarily for research and informational purposes. The public access computers provide access to the Internet, Microsoft Office applications and to databases available through the New Hampshire State Library.

Internet

The Lee Public Library draws from the N.H. State Library Association policies regarding use of the Internet.

The Lee Public Library has no control over the information accessed and cannot be held responsible for the content, accuracy or quality of the information retrieved on the Internet. Unlike other library resources, the Internet is not organized, catalogued or indexed.

The information available on the Internet includes much that is personally, professionally and culturally enriching. On the other hand, it also provides access to information that may be offensive or disturbing to some individuals as well as to information that may be factually incorrect or illegal. There is no guarantee of privacy while using the library's Internet connection. Library staff and patrons may view what is on the computer screen.

The library staff offers assistance, guidance and instruction on using the Internet as a research and information tool as we do with all reference sources.

No person shall use a Library computer in a way that disturbs or interferes with users, employees or operations of the Library. Patrons may not do the following:

- View, print, distribute, display, send, or receive images, text or graphics of material that violates laws relating to child pornography.
- Disseminate, exhibit, or display to minors materials that are obscene or harmful to minors.
- Engage, in any way, in any activity which is libelous or slanderous. Nor shall any patron use any Internet resources to offend, harass, intimidate or threaten any third party.

Children and the Internet

Parents and/or guardians are expected to monitor and supervise their children's use of the Internet. As with other library materials, restriction of a minor's access to the Internet is the responsibility of the parent and/or guardian.



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All children between the ages of 12 and 17 wishing to access the Internet must be accompanied by a parent or guardian or must have a permission slip signed by a parent or guardian on file at the library granting them unsupervised access to the Internet. Parents of children under age 12 must sign in their child for internet use and be present in the Library for the duration of that use.

Guidelines for Public Access Computers

- Children under the age of 18 must be accompanied by a parent or guardian or have written permission from a parent or guardian granting them unsupervised access.
- The library has four public access computers, and two laptops. Patrons are allowed one hour per day of computer use unless no one is waiting. Patrons may be asked to give up their computer use if they have exceeded their one hour and there are patrons waiting.
- Patrons should be aware that information may not be saved to the hard drive but can be downloaded to a portable storage device, i.e. USB “thumb drive”.
- Although the library staff may answer questions or offer general suggestions, they cannot provide in-depth instruction on using various software programs or navigating the Internet. Patrons using the public access computers are responsible for familiarizing themselves with the Internet or software applications from instruction manuals or by accessing the Help menu found on the program or browser toolbar. One-on-one computer instruction under the guidance of a volunteer is available by appointment only.
- Copying and use of copyrighted and license-protected software is prohibited.
- Patrons should not add or delete any programs or alter the appearances of these computers.
- There is a charge for using the printer. Black and white printouts are \$.10 each; color printouts are \$.25 each.
- No more than one person at a computer station at one time, unless seeking assistance from a librarian, a designated volunteer, or accompanied by a parent or guardian.
- All public access computers will be shut down 15 minutes before the library closes. Patrons must have all searching and printing completed before this time.
- Violations of the library's public access computer policy or misuse of the computers or Internet access may result in a patron's loss of computer privileges and may also result in the loss of library privileges and/or legal action.