INTERNET ACCESS
AND
ELECTRONIC SERVICES USE POLICIES

Use of the Internet at the Afton Free Library is a privilege, not a right, thus use may be revoked at any time for inappropriate conduct in the library or online.

Wireless Internet Use
- The Afton Free Library has a free wireless network that patrons may access on their own devices.
- To access the wireless, patrons must accept the Afton Free Library's Wireless Network Policy as displayed on their device.
- For more information, please see the Afton Library's Internet Safety Policy.

Public Computer Use
- Patrons must request the use of a computer at the circulation desk. At such time, the library staff will inform the patron which computers are available for use.
- To use a computer, patrons must sign in. Sign in sheets are destroyed at the end of each day.
- Patrons are allowed a thirty minute Internet session with additional time if there is no one waiting for a computer.
- In the case that all computers are in use and another patron requests the use of the computer, the patron who has been using the computer for the longest time will be asked to vacate the computer (after the initial 30 minute session).
- Public computers are shut down approximately 15 minutes before closing.
- Any unattended minor under the age of 17 who wishes to use the computer without a parent/guardian present must have a signed Consent Form on file prior to using a computer.
- For more information, please see the Afton Library's Internet Safety Policy.

Printing
- The Afton Free Library has a printer available for patron use at a cost of $0.25 per page (black & white), $0.50 per page (color).

Copying
- The Afton Free Library has a copier available for patron use for $0.15 per page.
- Library staff can provide assistance in copying material; however, due to privacy and copyright concerns, patrons will be asked to perform the actual copying.

- See library user copyright obligations below for further information.

Faxing
- The Afton Free Library has a fax available for patron use at a cost of $1.00 per page.
- To use the fax machine, please request help from library staff at the circulation desk.

Library Patron Copyright Obligations:

It is the responsibility of the patron to determine and satisfy copyright or other restrictions when publishing or otherwise using materials created or provided by the Library, including from the website, data, databases, files, or images. It is the patron's obligation to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing materials found in the Afton Free Library's collections. Transmission or reproduction of protected items beyond that allowed by fair use requires the written permission of the copyright owners. Patrons must make their own assessments of rights in light of their intended use.

Afton Free Library Internet Safety Policy

GENERAL STATEMENT OF POLICY

- As part of its mission, the Afton Free Library provides Internet access and personal computing resources to patrons and visitors. Unattended minors under the age of 17 must have a signed Consent Form on file to access the public computers.
- The Afton Free Library does not monitor and has no control over the information on the Internet. The Afton Free Library assumes no responsibility for any loss or damages, direct or indirect, arising from its connections to the Internet or from any other use of its personal computing resources.
- As with all library resources, patrons are advised to exercise their own critical judgment and discrimination when evaluating sites found on the Internet. Certain information may be inaccurate, misleading or offensive to some individuals.
- Unauthorized access, including so-called hacking, and any other unlawful activities by any library users are strictly prohibited.

CHILDREN, PARENTS AND THE INTERNET

- To comply with the Children's Internet Protection Act and to restrict access to online content that may be considered harmful to minors or offensive to adults, the Afton Free Library employs technology protection measures (filters) on all computers with Internet access. Users must be cautioned that filters are not foolproof, and due to technological limitations, cannot obstruct access to all potentially harmful or offensive content. In addition, filters may block access to some legitimate or constitutionally protected material found on the Internet. By law, individuals who have attained the age of 17 have the right to request unfiltered Internet access.
- Parents/guardians have the sole right and responsibility to decide what is appropriate for their child. The Afton Free Library does not act *in loco parentis.* Parents/guardians are responsible for the supervision of their child's Internet activity.
- To address the issue of safety and security of minors (those not having attained the age of 17), the Library recommends the following safety guidelines. Minors should:
    1. Always ask parent/guardian permission before using their full name, address, telephone number, or school name anywhere on the Internet.
    2. Always tell their parent/guardian if they see something online that is frightening or that they do not understand.

3. Never respond to messages that make them feel uncomfortable or uneasy.
4. Never give out a credit card number or password without parental/guardian approval.
5. Never arrange to meet in person someone they have met online unless approved by a parent/guardian and accompanied by an adult.

USER RESPONSIBILITIES

- All patrons must abide by the Library's Rules of Conduct and are expected to use the Internet and/or personal computing resources in a responsible and orderly manner. Failure to comply with the policies and regulations that govern the use of the Library's Internet access and personal computing resources may result in immediate suspension of library privileges and, where necessary, civil liability and/or criminal prosecution. The following are prohibited:

  1. Damaging equipment, software, or data,
  2. Violating system security,
  3. Violating any legal agreement (e.g., software licenses),
  4. Violating any federal, state or local law (e.g., copyright, child pornography),
  5. Using personal software on Library equipment, and
  6. Engaging in activities that may be judged as disruptive by Library staff or patrons.

User responsibilities are not limited to the above and may be subject to change.

By adopting this policy, the Afton Free Library Board of Trustees authorizes the Administration to acquire appropriate hardware and software to provide Internet access and other approved computer-based services and to develop rules and regulations to implement this policy.

ADOPTED