



Bremen Public Library Computer and Internet Policy

The Bremen Public Library offers access to electronic resources, including those on the Internet, in keeping with its purpose to provide diverse and well-rounded collections, which meet the educational, informational, and recreational needs of the community. Throughout its history, the Library has made information available in a variety of formats – from book, newspaper, and magazine, to audiovisual, video, and now electronic. The interactive linked and multimedia information on local sites and at remote Internet sites will be valuable additions to the Bremen Public Library collections.

The purpose of Library-provided access to electronic resources is to supplement existing resources. Access is a privilege, not a right, and requires responsibility on the part of the user.

Introduction

This document constitutes a library-wide policy for the management of computer data, networks, the Internet, and the resources they make available, as well as stand-alone computers that are owned by the Bremen Public Library. This policy reflects the ethical principles of the Library and indicates, in general, the privileges and responsibilities associated with computer use in the Bremen Public Library.

Internet

The Internet is a global electronic community network that contains information from sources around the world. As with all other resources, the Bremen Public Library is not responsible for the information provided and does not guarantee that an Internet source will provide accurate, complete, or current information. Users themselves must determine the validity and appropriate uses of information retrieved from the Internet. Users may encounter materials that could be considered inappropriate. The Library uses content-filtering software to manage and monitor internet usage. The primary use of the software is to filter objectionable or inappropriate content. Patrons should understand that this software is not 100% accurate at all times. Electronic communications carried on via the Bremen Public Library's Internet computers should not be considered confidential.

Parents are encouraged to monitor their children's use of the Internet. Parents assume responsibility for their children's use of the Internet through the Library. Parents and children are encouraged to read [Child Safety on the Information Highway](#).



Acceptable Use

All electronic traffic originating from the Bremen Public Library will be in accordance with these acceptable-use standards. Failure to abide by these standards may result in the loss of Internet, computer, and library privileges.

1. Respect for the privacy of others.
2. Compliance with copyright law and licensing for individual data and programs.
3. Consideration for the security and functioning of computers, computer networks, and systems.

Unacceptable Use

Computing resources may be used only for legal purposes by the public and staff in accordance with the ethical standards of the Library. Examples of unacceptable use (some of which may also have legal consequences) include, but are not limited to, the following:

1. Uses for any purposes that violate applicable federal, state, or local laws including copyright laws.
2. Interfering with or disrupting other computer users, services, or equipment.
3. Attempting to gain or gaining unauthorized entry to other computing, information, or communications sources or devices.
4. Malicious, threatening, harassing, or obscene behavior or language.
5. Obscene behavior including public display of obscene materials on computer screens or in hard copy.
6. Misrepresentation of oneself or the Library.
7. Activities that could cause congestion and disruption of networks and systems.
8. Unsolicited advertising.
9. Accessing, uploading, downloading, transmitting or distributing pornographic, obscene, or sexually explicit language or material.
10. Using library workstations for commercial purposes.

Cautions

1. Parents are cautioned to monitor their minor children's use of the Internet.
2. Users are cautioned to guard closely the security of personal information, credit card numbers, computer accounts, passwords, and other types of authorizations when using the Internet.
3. Users are cautioned to take steps to protect their systems from computer viruses or other destructive computer programs when downloading programs to disk for use on other computers.



4. Electronic files should not be considered confidential. When necessary, such files may be used as evidence in criminal investigations and/or prosecutions. Bremen Public Library will disclose all files to the extent required by law.
5. Bremen Public Library makes no warranties, expressed or implied, that the functions or content of the system will meet any user's specific requirements, or that it will be error free or trouble free, current, or uninterrupted; nor shall BPL be liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use, cooperation or unavailability of the system.

Workstation Rules

1. No files may be downloaded to the library computer's hard drive. All files must be downloaded to the user's storage device.
2. There is a 30-minute time limit on the computers when others are waiting. Each individual is limited to three hours maximum per day regardless of how many terminals are used.
3. Uses of the computer workstations are on a first-come, first-served basis. Users are required to sign in with their Library card number or get a guest pass that is available at the circulation desk.
4. The Library reserves the right to limit the number of persons to two using a terminal at the same time.
5. The Library does not provide electronic mail (e-mail) accounts.
6. The Library charges 10 cents per page for black/white copies and 25 cents per page for color copies.

Guest Passes

Guest passes are available for patrons ages 18 and older who do not have a library card. Guest passes are available for patrons under the age of 18 with in-person parent or caregiver permission.

Staff Assistance

Library staff provides limited assistance for basic start-up procedures. The most current information about the Internet resides on the network itself.

Staff can be responsible only for assisting and helping with our own in-house equipment and programs.

Computer classes are given periodically throughout the year based on demand.



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Disclaimers

The Bremen Public Library is responsible for the information in its own databases. Bremen Public Library has no control over the resources on the Internet and is not responsible for the content of any external site linked to the Library. Users are responsible for what they encounter on the Internet. The parents and legal guardians of minor children are responsible for their children's use of the Internet at the Library.

The Bremen Public Library assumes no responsibility for any direct, indirect, incidental, or consequential damages arising from the use, operation, or inability to use its electronic resources.

The Bremen Public Library Board of Trustees reserves the right to amend this policy at any time.

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Bremen Public Library
Board of Trustees