

# KELLEY LIBRARY

## Policy and Guidelines for Public Internet Use

### **Policy**

The Kelley Library offers public access to the Internet as part of its commitment to provide informational, educational, and cultural resources for the people of Salem.

### **Disclaimer**

The Internet is a global entity, and the Kelley Library does not control it. Some Internet sites contain information that a user may find controversial or offensive. Users access the Internet at their own risk.

In addition, not all sites on the Internet provide accurate, complete, or current information. Users should evaluate Internet sources carefully, just as they do other sources of information, and question the accuracy of the information provided. The Kelley Library expressly disclaims any liability or responsibility arising from access to the Internet, or use of information obtained through the Internet, or any consequences thereof.

It is the library's policy that parents or legal guardians are responsible for their children's use of the Internet.

### **Guidelines**

- Sit down computers are available for Salem residents, GMILCS users, and visitors. GMILCS users and Salem residents can sign on with their library card or guest pass. Visitors can sign on with a guest pass. Time management software limits sit-down sessions to 3 hours with one renewal for one additional hour for a total of 4 hours.
- Stand-up computers are available for Salem residents, GMILCS users and visitors. GMILCS users and Salem residents can sign on with their library card or guest pass. Visitors can sign on with a guest pass. Time management software limits stand-up sessions to 30 minutes.
- Laptops are available for in-hours use. There must be checked out on a valid adult Kelley Library card. Laptops checkout for 4 hours with one renewal for a total of 8 hours.
- Chromebooks are available for teens ages 12-18. Chromebooks must be checked out on a valid Kelley Library card. These items check out for 4 hours with no renewals.

Users must read the library's "Policy and Guidelines for Public Internet Use" and agree to this policy when logging into the computer workstations.

- Printing from the computers, as well as wireless printing from personal laptops, is available at a cost of 15 cents per page for black and white printing and 35 cents per page for color printing.
- Please note: Material downloaded from the Internet may contain malware, including but not limited to computer viruses, Trojans, worms, and the library's virus protection may not protect against all malware. The Kelley Library is not responsible for any damage which may occur when a disk or other storage device with software downloaded from the Internet is put into the user's own computer.
- No manipulation of any library operating system, setups, or files is allowed. Abuse of service or equipment will result in the user being denied further access to the Internet computer. Malicious damage will result in the suspension of library privileges and/or prosecution.
- Users may not use the Internet computer for any illegal purpose including unauthorized access, software piracy, or violation of copyright laws. Users are expected to engage in responsible, ethical use of the Internet, which includes not displaying text or images that are inappropriate for public viewing. Infractions will result in the suspension of computer access and further actions when appropriate.
- No more than two people may use one Internet computer at a time.
- The Kelley Library provides wireless Internet access throughout the building. Library staff will provide general information on the settings necessary to access the Internet via our wireless connection, as well as help with wireless printing. The library cannot guarantee a secure connection to the Internet in a wireless environment so wireless users are cautioned to use standard protection software to prevent unauthorized access to their wireless devices. The library's Internet Use Policy governs the use of the Internet over the wireless access points in the library.
- These guidelines are subject to change, and will be posted at the Internet computer.

ADOPTED BY KELLEY LIBRARY BOARD OF TRUSTEES: JULY 17, 1997

AMENDED BY KELLEY LIBRARY BOARD OF TRUSTEES: OCT. 23, 1997, MAY 24, 2001, JULY 24,  
2008,

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