

Stratford Public Libraries

Computer Policy and Guidelines for Public Internet Access

The **Stratford Public Library** and the **Laura Johnson Memorial Library** offer direct limited access to the Internet and selected online services as a part of our commitment to the role of the public library in the Information Age. Our patrons may use the Library computers to browse the Web and to read their personal Web-based e-mail messages (e.g., Hotmail, Yahoo). However, patrons may not open or download attached files from their e-mail accounts.

DISCLAIMER:

The Stratford Libraries have no control over the materials to be found on the Internet. The libraries cannot censor your access to material nor protect you from information you find offensive, controversial or inappropriate. Due to the nature of the Internet, not all the information you find will be accurate, complete, or current. Use your discretion in using this global resource. Parents should supervise their children's Internet sessions at the library or sign a consent form for each child stating their child has permission to use the Internet unsupervised.

GUIDELINES:

Patrons must have a valid library card with the Stratford Public Library/Laura Johnson Memorial Library.

Before patrons may use the Internet they must read the policies and procedures and sign a document stating that they understand and will abide by the policy and guidelines. Users will agree, by initially signing the Internet User Registration Form, to obey all applicable federal, state, and local laws governing copyright, licensing and content restrictions. The library reserves the right to terminate or restrict the user's Internet privileges for abuse of these conditions.

Computer access will be provided during the regular library hours. Patrons may sign up with the librarian for thirty (30) minute blocks of time on the computer/Internet system. Patrons late for their scheduled time will need to re-schedule. Unreserved time may be used on a walk-in basis. Library scheduled use of the equipment takes precedence over individual use at all times.

Prior to using the computer, the patron will need to present their library card. The card will be held at the desk while the patron is using the computer system.

Users must end their Internet or computer session 15 minutes before the library closes. The computer will also not be available the first 15 minutes the library is open unless the Librarian has completed her use of it.

Younger children (Kindergarten - 2nd Grade) may have a parent or older sibling present to help during their scheduled time.

Users may not download material onto the computer's hard drive without librarian's permission. Users may not use their own software programs on the Internet computer. This will help to prevent computer viruses that are common on public computers. Also, downloadable audiobooks from the NH State Library may not be downloaded to the library computer.

If you need help using the computer/network system ask the staff for assistance.

Users may print pages to a printer at a cost of ten cents per page if the printer is available for use.

When there is a fault with any equipment or materials the user will immediately report the problem to the librarian. The user will pay the repair or replacement cost of any equipment or materials lost or damaged as a result of carelessness or failure to inform the staff of the malfunction. Malicious damage will result in suspension of library services and/or prosecution on criminal charges.

**Laura Johnson Memorial Library/Stratford Public Library
Internet User Registration Form:**

I hereby agree to abide by the conditions of the Laura Johnson Memorial Library/Stratford Public Library and Guidelines for Public Internet Access and certify that I have read and fully understand these guidelines.

Date: _____ Patron name: _____

Library Card #: _____

Staff initial: _____ Patron Signature: _____

Parent or legal guardian permission slip for unsupervised Internet use by a minor

Name (please print): _____

Signature: _____

Address: _____

Phone number: _____

Parent/guardian signature if under 18 : _____