Hepburn Library of Madrid

Internet, Wifi, and Computer Use Policy

As adopted by the Board of Trustees of the Hepburn Library of Madrid November 7, 2011. Updated June 26, 2017, and reviewed and updated February 2024.

Rules and Regulations.

The purpose of the Hepburn Library of Madrid is to support the development of an informed community by collecting, transmitting, and ensuring open access to the world's ideas and information. To this end, the Hepburn Library of Madrid is pleased to provide Internet access to its patrons. The Internet is a powerful tool that can assist in research and be an aid to learning. It is very important, however, to be aware that the Internet is unrestricted and uncensored. The Hepburn Library of Madrid staff, Board of Trustees, and any entity the Library is connected with are not responsible for the information users find on the Internet. Users may find objectionable or offensive material on the Internet and hence, it is the policy of the library that parents and guardians are responsible for setting guidelines and restrictions for their minor children, and that staff is not responsible for enforcing these guidelines and restrictions

GUIDELINES FOR COMPUTER USE:

- A current North Country Library System library card in good standing is required for the use of all public computers, with the exception of the online catalog.

- Access to the computer is available on a first come, first serve basis.

- Children up to the age of 9 are not permitted to use the computer without supervision of an adult (16 years of age) who is validated to use the computer.

- While the Hepburn Library of Madrid Public Library is taking steps to try to insure the safest possible computer environment for children, library officials remind parents and guardians that the supervision of their children is ultimately their responsibility. The library maintains that there are multiple security and safety concerns when minors use chat rooms, email, instant messaging, or any other types of online communications. Parents and guardians are asked to have conversations with their children about the dangers of the internet, and provide supervision where necessary. The Library staff does not provide supervision of internet usage, in the same manner as the Library does not censor what people can read.

- The Library is a public place and any information accessed on a publicly shared computer should not be considered private.

- The Library makes no guarantees, either express or implied, with respect to the veracity of information available on the Internet, nor is the Hepburn Library of Madrid responsible for any user misuse of copyright or other violations.

- No eating, drinking, or smoking in the library at ANY time.

- Computer users who bring children to the Library with them must attend to their children and not leave them to fend for themselves. The Library staff cannot supervise unattended children in the Library.

- Please respect the privacy of other patrons using the Internet.

- No personal compact discs or programs requiring installation to the hard drive may be used on the Library's computers.

- Users shall assume the full responsibility of learning to use the equipment and computer resources. Staff members may assist when possible, but should not be expected to perform general internet queries on the public use computers.

- Earphones must be worn when the computer sound is not muted, or using multi-media programs. The volume must be set at a level that is not disruptive to others.

- The visual, verbal, or written use of the computer to receive or transmit harassing material is strictly prohibited. Any misuse of this rule will result in suspension of the offending user's computer privileges. Unauthorized access, including so called 'hacking,' and other unlawful activities; and unauthorized disclosure, use, and dissemination of personal identification information regarding minors is not allowed.

- Patrons are not to display text or graphics that may be defined by State and/or Federal Laws as illegal pornography, obscenity, or child pornography. Suspension of computer privileges will occur immediately. Pornographic images of any kind are not permitted on public use computers in the library.

- Print copies are .15 cents per black and white page and $.50 per color page. Copies must be paid for at the circulation desk.

DISCLAIMER

The Library does not guarantee the computer system to be error-free or without defect. The Library is not responsible for: 1) the actions of its patrons, 2) the accuracy or quality of information accessed through the computer, 3) any damage or loss of data, or interruption of service patrons may suffer while using the computer.

WIRELESS INTERNET:

The Hepburn Library of Madrid offers free wireless Internet access to library patrons with wireless-enabled devices. The library provides unrestricted access to the Internet and does not monitor or control content. The provisions set forth in the Library's Internet Use Policy and Acceptable Use Guidelines are applicable to wireless network access.

Our network supports a wide range of laptop computers. Most wireless network cards will be compatible. However, the Library can make no guarantees as to compatibility of a library user's device with the Library's network. Library staff does not provide wireless access support and will not install or modify hardware or software.

Communication through the wireless network should not be considered secure. Library users are responsible for selecting and installing security protection and current virus definitions on their wireless devices. The Library is not responsible for damage to hardware or software, transmission of computer viruses, loss of data or email, or any harm resulting from the use of an unsecured server. It is strongly advised that personal, financial, or otherwise sensitive information not be transmitted through the wireless network.

Printing from the wireless network may not be always available. Files can be saved to a device or e-mailed and printed from the public use computer.

The wireless network can accommodate interactive searches on the Web. It cannot accommodate the downloading of large document files. Therefore, downloading of software, images, music, etc. from the Web onto a library patron's equipment is not permitted. Library patrons will be asked to terminate any activity that adversely impacts the network's performance.

When using wireless-enabled devices to listen to music, dialog, sound effects, etc., library patrons must use earphones to make the sound inaudible to others. If sound is heard despite the earphones, the library patron must lower the sound level or turn the equipment off.