

# The Brookfield Library

## Policy 250: Use Of The Public-Access Internet Computer Workstations

Section 1: The Brookfield Library will make available for public use one or more in-house computers linked directly to the Internet. Insofar as budgetary and space constraints allow, each Internet computer will be housed within its own workstation, containing a printer and other related equipment. Use of the Internet computer workstations, subject to the guidelines outlined below, will be made available free-of-charge to all Brookfield residents, as well as to out-of-town residents who choose to use this library.

Section 2: The Internet is an international collection of computer networks that can communicate with each other without using a mainframe. While it is a huge repository of information, it should be recognized as a collection of *independent* computer networks. It is neither centrally organized nor administered. The Internet has no all-inclusive table of contents or index to help users find what they need.

Section 3: The Brookfield Library does not assume responsibility for the accuracy, content, completeness, or type of information found on the Internet. The Internet is a global and unregulated information network. As such, it enables users too access information and images beyond the scope of the Brookfield Library's collection, selection criteria, and collection development policies. It is the responsibility of the user to determine what is appropriate. The Library cannot control the information accessible through the Internet, and does not accept responsibility for its content. All users who release personal information, including personal identifying information, credit card, or bank account numbers, do so at their own risk. Anything accessed or entered on the Library's computers is not secure and may be accessible to others.

Section 4: The staff of The Brookfield Library cannot monitor or control the content of material available through this medium. The Library does not monitor, control, or provide barriers to the Internet, and cannot be held responsible for its content. Some Internet sites may contain inaccurate, outdated, controversial, or offensive materials. The Brookfield Library has adopted and supports the principles found in the Library Bill of Rights and its interpretation, Access to Electronic Information, Services, and Networks.

Users of the Internet must be aware and respectful of the rights of other persons (particularly children) not to be exposed to materials or images that they find unsuitable. Display of sexually explicit images and materials is inappropriate for a public and open environment.

Section 5: The Internet is a powerful tool for finding information, but it is not always a substitute for other library resources. Patrons are encouraged to consult with the Adult Services and Children's Services librarians to obtain assistance in finding the best resources for their research.

Section 6: Staff-taught workshops will be scheduled periodically to introduce users to the methods of utilizing the Internet and the library's Internet equipment. Patrons should ask at the adult and children's reference desks for more information.

Section 7: The following guidelines will govern the use of the library's public-access Internet computer workstations:

1. The library reserves the right to ask users to present a valid hometown public library card before their first use of the computer workstations. Patrons who are registered users of Bibliomation libraries, or of area libraries that are not participants in the Bibliomation network, must use their own hometown library card to log on to the library's computers. Guest passes will only be issued to those who do not have a local library card. The Checkout Desk staff will search the Bibliomation system and provide the patron's library card number. Persons who are blocked by the Bibliomation system may not use a guest pass. Anyone who has forfeited his or her library privileges for disciplinary reasons cannot request a guest pass.
2. Persons under the age of 16 who wish to use the Internet must have a parent or guardian complete the library's permission form, copies of which are available at the adult and children's reference desks. Parents or guardians of children under the age of 16 are responsible for their children's use of the Internet through the library's connection.
3. Users should have basic computer skills. Lacking these, they are strongly encouraged to attend one of the library's free Internet lessons. The library staff's availability to assist users on Internet operations outside of these lessons is limited.
4. Whenever others are waiting, an individual's time using an Internet workstation will be limited to thirty (30) minutes per session.
5. Access to the library's Internet computer workstation will be on a "first come, first served" basis. The library does not accept advance registrations.
6. A maximum of two (2) persons may use an Internet computer workstation at a time.
7. Patrons using the Internet may choose to set up an e-mail account, or to access a remote computer for e-mail purposes. To ensure privacy, these functions will not be set up by library staff.
8. Computer users must not alter, remove, or damage configurations, software, or hardware on library computers and equipment.
9. The Brookfield Library's access to the Internet may not be used for any unlawful or criminal activity, including, but not limited to:
  - harassment
  - libel

- copyright infringement
- discrimination on the basis of race, creed, color, gender, religion, disability, or sexual preference
- sending, receiving, or displaying any material in violation of federal or state regulation, or material which is threatening, or which may reasonably be construed as obscene
- unauthorized access or invasion of privacy
- mis-use of intellectual property by downloading information or computer files without proper permission

10. Downloading information to removable media is permitted.

There is a charge for printouts.

*Adopted by the Library Board of Trustees, October 24, 1996*

*Revised by the Library Board of Trustees, June 8, 1998; revised 9/27/03; revised 9/22/2010; revised 10/27/2010.*

**PERMISSION FORM  
FOR USE OF THE INTERNET  
BY CHILDREN UNDER THE AGE OF 16**

The Brookfield Library is committed to providing the best possible information resources to benefit its patrons. In the case of the Internet, this resource offers unlimited global access to information, but the library staff is unable to monitor or control the content, accuracy, completeness, or type of information available through this medium. Parents or guardians of children under the age of sixteen (16) are responsible for their children's use of the Internet.

Child's Name (please print) \_\_\_\_\_

Child's Library Card Number \_\_\_\_\_

I, the parent or guardian of the above-named child under the age of sixteen (16), have read the above information and the library's Policy 250, *Use of the Public-Access Internet Computer Workstations*.

I hereby give permission for my child or ward to access the Internet at The Brookfield Library.

Parent/Guardian's Name (please print)  
\_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Parent/Guardian's Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

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**FOR LIBRARY USE ONLY**

Verification by Staff Member \_\_\_\_\_

Date \_\_\_\_\_