

GLEN RIDGE FREE PUBLIC LIBRARY

INTERNET POLICY

The Glen Ridge Free Public Library, as part of its mission to provide equal access to educational and informational resources in print, non-print, and electronic formats, has established connections to the Internet for public use. The Library expects that all users will comply with the guidelines set forth in this policy and will use electronic resources in the same responsible and courteous manner that is expected for all library materials and services.

The Internet is a global electronic network with no public or private control of either its content or its users. The Library cannot make any guarantee, nor can it be responsible for the timeliness, accuracy, or standards of content for any information or images found through this resource. Since this is an unregulated medium, there may be access to some materials that some users find offensive, disturbing, and/or illegal. The workstations are located in areas shared by users of all ages, backgrounds and sensibilities. Users are asked to keep this in mind when accessing potentially controversial material. The Library will make every effort to guide users to sites on the Internet, which enhance the Library's collection and will try to identify potentially useful sites for individual users. Some workstations are dedicated to searching the library catalog only.

Library staff cannot monitor each and every use of the Internet, and cannot take any responsibility for the content of information and images found on any particular site. As with other library materials, parents or legal guardians, not library staff are responsible for the information selected or used by children. Any workstations with Internet access located in the Children's Room are solely for the use of children accompanied by a parent or caregiver.

The Library staff is not prepared to offer more than basic computer training, but every effort will be made to assist individual users in finding information or suitable sites. The Library will continue to purchase books on the Internet for the circulating collection.

Library staff will work to ensure that fair and reasonable access to the Internet is available to all users. However, the Library reserves the right for staff to terminate a session that is disruptive to library service. All patrons are expected to use this resource in a responsible, courteous manner, and observe the following rules and procedures:

1. Use is on a first-come, first-served basis. Users must sign in at the start of each session and sign out when finished.
2. Each session is limited to 30 minutes. If no other users are waiting, a session may be extended for another 30 minutes.
3. Because physical space is limited, only one person can be at a workstation at one time, except when assistance is required.
4. The Library does not allow use of the Internet workstations for "chat rooms".

5. E-mail may be accessed as long as the user does not have to download any special software to read or send their e-mail.
6. Users should respect the privacy of others and should not interfere with searches, nor should anyone attempt to gain access to passwords, data, or files belonging to others.
7. These workstations are intended for the searching the library catalog, online databases and Internet resources. They are not set up for word processing or other functions.
8. There shall be no commercial or business use of these workstations, nor shall there be any illegal or unethical use. Violators of local, state or federal law will be subject to prosecution by the proper authorities.
9. A user is not permitted, under any circumstances, to tamper with or modify the equipment or software. Any damage to hardware or software will be the liability of the user, and will be repaired at their expense.
10. No data, files, programs or other material may be downloaded to the hard drive. Users may purchase a blank disk from the Library to download information or take notes. Printing is available at a cost of 10 cents for every page printed.
11. Violation of Library policies and rules may result in a suspension of Library privileges and other action.

This policy will be reviewed and updated by the staff and Board of Trustees as needed.

Adopted by the Board of Trustees,
Glen Ridge Free Public Library
April 20, 1998
Revised December 12, 2001