

Morrill Memorial Library Acceptable Use Policy

Reasoning and Rationale

The Morrill Memorial Library ("Library") provides computer services, including free access to the Internet, in accordance with the Library's mission to provide access to an extensive collection of informational resources and materials through up-to-date technology, programs and workshops. The Internet does not fall under the control or governance of any single agency, government, or organization, including but not limited to the Library and the Town of Norwood. The Library cannot control access points, which often change rapidly and unpredictably.

Who Is Covered

This Policy gives a general outline of the terms of use and expectations for all patrons, staff and visitors using the Morrill Memorial Library's computer equipment and its voice/data/video networks. All eligible persons who use such computers, equipment and network facilities are bound by this Policy as a condition for using these resources and are expected to follow the guidelines contained herein for acceptable use as described below. By using the Library's computers, equipment and/or voice/data/video networks, patrons, staff and visitors are agreeing to abide by the Morrill Memorial Library Acceptable Use Policy as a condition of continued use.

What is Included

The technology covered by this Policy consists of the Library's voice, data and video networks and all computer equipment, software, printers, copiers and other peripherals provided for use. Computers owned by individuals are not subject to these use restrictions, except in regards to their connection to or access of the Morrill Memorial Library network or use of Library-licensed software or resources and to the extent use of such computers constitutes a prohibited use as discussed below.

Acceptable Uses

The Morrill Memorial Library's technology (computer and network) resources are intended for educational, recreational, scholarly, and personal uses. The Library provides guidance in the use of the Internet through instruction and through the norwoodlibrary.org website, which identifies specific websites that are authoritative, helpful to users, and appropriate to the library's mission and goals. The Library is not responsible for the content or validity of any third party website or link identified through the norwoodlibrary.org website or accessible from the Library's computer and network resources.

While any child with a library card may use a computer, parents/caregivers are responsible for the information selected and accessed by their children. Computers in the Children's Department are reserved for use by children and their parents/caregivers.

With regard to equipment that is borrowed, the patrons have a responsibility to return the equipment on time and in good condition. Borrowers may be responsible for the full replacement cost of equipment and related peripherals, including but not limited to software, not timely returned or returned in poor condition and may be subject to fines if items are returned late.

Prohibited Uses

Prohibited uses of the Morrill Memorial Library's network and computer facilities include those uses which: infringe on another individual's right to privacy; adversely affect the user community inside or outside of the Library; violate federal and/or state laws (including but not limited to laws governing copyright, privacy and harassment); violate Library policy; or are not allowed under the terms of our software licenses.

Additional examples of prohibited uses include, but are not limited to:

- Unauthorized reading, copying, or modification of files, network traffic or electronic mail other than your own.

- Unauthorized use of someone else's password, or sharing of passwords.
- Intentional damage or disruption to hardware, software, services, security devices or codes, or the intentional creation or distribution of viruses, worms, malware or other forms of electronic mayhem.
- Unauthorized access via the voice/data/video networks to computers or network traffic at other locations or tampering with the Library networks or hardware services.
- Abuse of printing privileges, including violation of copyright.
- Distributing obscene or abusive messages or engaging in other forms of harassment.
- Unlawful disclosure, use, and/or dissemination of personal identification regarding minors.
- Engaging in harassing activities via social networks using Library networks or computers.
- Placing excessive demands on the Library network or server capacity.
- Obtaining, storing, using, or sharing copyrighted material (e.g., software, text, images, sounds or video in electronic form, etc.) without proper credit to and permission from the copyright owner.
- Unauthorized use of file-sharing software or other applications or equipment that creates excessive network traffic or attempts to circumvent network security or management systems.
- Allowing unauthorized access to the Morrill Memorial Library network through any computer, modem, or network device (including wireless access points).
- Failure to return borrowed equipment within the loan period.
- Losing or damaging equipment, software, or data belonging to the library or other users.
- Disruption or unauthorized monitoring of electronic communications.
- Illegal activity.
- Changing software configurations or settings on Library computers.

Installation of Software

You are prohibited from disabling Library-installed virus protection or time management software. No copy of software may be used on the Library's computer or network resources unless a valid license to use that copy has been obtained and provided to Library staff in advance, including shareware, software, applications and programs downloaded from the Internet.

It is illegal to make unauthorized copies of software, shareware, applications and programs. Copyright laws protect software authors and publishers, just as they protect authors of printed material.

Any software, shareware, applications and programs installed by individual users must be consistent in intent and practice with the Acceptable Uses outlined above.

Privacy Concerns

The Morrill Memorial Library computing and network resources are the property of the Library and under its administration and management. While technical staff and administrators will not casually or routinely monitor traffic content, the Library reserves the right to monitor activities performed on library owned computers or networks. These systems should not be considered secure, and discretion should be used when sending and storing highly sensitive or confidential information. By using the Library's computing and network resources, users consent to such monitoring and that they have no expectation of privacy in the use thereof. Users are advised to log out of any programs and websites after terminating use. The Library assumes no liability for any damage to user data or loss of user privacy sustained while using its networks and/or resources.

Failure to Comply

Failure to comply with this Policy or other relevant Library policies may result in loss of privileges. Serious or multiple infractions may cause the user to be denied access to Library equipment, services and resources, such as but not limited to computers, workstations, printers, databases and network access.

Moreover, failure to comply with these policies, particularly where non-compliance results in the violation of federal or state law, may expose the user to criminal and civil liability. Certain kinds of computer hacking, computer abuse, and computer-related fraud are not only against this policy, they are illegal. The Library may report suspected criminal conduct to the appropriate authorities.

Social Networking Policy

Social networking software is defined as any website or application which allows Library staff and community members to interact via virtual communication and may allow users to associate a 'profile' or presence with the Library's. The Library assumes no liability regarding any event or interaction that takes place by any participant in any library-sponsored social networking service, and does not endorse or review content outside the pages created by Library staff.

Social networking sites may be hosted by the Library. These may be used for program promotion, reference assistance, general library information, or other similar activities. The role and usefulness of a Library site will be evaluated periodically by Library professional staff. A Library site may be terminated at any time without notice to the subscribers.

Public and staff comments, posts, and messages are welcome on Library social networking sites. All such interactions will be regularly monitored and reviewed for content and relevancy by the Library. The Library reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post. All postings deemed unacceptable* or non-relevant will be removed.

The Library has the right to reproduce comments, posts, and messages in other public venues. By using such sites and posting comments, posts, and/or messages, the user consents to the reproduction thereof in accordance with this Policy. Identifying information, other than first name, will be removed unless prior approval is granted by the user.

**Includes obscene or racist content, personal attacks or threatening language, potentially libelous statements, plagiarized or material under copyright, private or personal information published without consent, comments or hyperlinks unrelated to the content of the forum, commercial promotions or spam, organized political activity, images that fall in any of the above categories.*