

RADCLIFFE LIBRARY INTERNET POLICY

1. Internet, which is a natural extension of traditional library services, is now available at the library. It will provide access to the same materials already found at the Radcliffe Public Library, but access will be much broader and in some cases much faster. Only those patrons who hold a Radcliffe Library card may use the Internet with the following exceptions:
 - a. Those persons who have any fines may not use Internet until fines are paid at the Librarian's discretion.
 - b. Cardholder's under age 18 need a permission slip from a parent or guardian signed in the presence of the librarian.
2. The Radcliffe Public Library does not monitor and has no control over the information accessed through the Internet and **CANNOT BE HELD RESPONSIBLE FOR ITS CONTENT**. Patrons must understand that information found on the Internet is input from all over the world and in some cases sources can not be documented. During a search you may come across objectionable material. Just as we do not restrict an individual's access to printed information, we cannot refuse access to Internet content that someone else may deem objectionable. The principles of intellectual freedom that apply to the traditional library also apply to this new "electronic" library.
3. Patrons may reserve the computer for a 30 minute period. If no one else wishes to use it at the end of 30 minutes, the patron may continue for another 30 minute segment. Late comers forfeit the unused portion of their reserved time.
4. E-mail is available to library patrons with their own e-mail address.
5. Patrons will be allowed to order merchandise over Internet using their own credit card and having items mailed to home address.
6. Only the library's software may be used on the computer. This will help prevent computer viruses that are common on public computers.
7. Printing charges will be as listed on printer.
8. Misuse of the computer or Internet access will result in the loss of computer privileges. Length of suspension is at the discretion of the library staff.
9. Library computers may not be used to store personal data or downloaded information or music. Patrons should bring their own digital storage devices (i.e., flash drive or similar device).

10. No food or drink is allowed in the computer area.
11. Since the Internet is changing often it is hard to foresee future issues and the Library staff reserves the right to adjust the guidelines as needed.

Approved 4-14-97
Revised 2-14-00
Re-approved 8-11-03
Revised 10-4-08

Re-approved 8-13-12