HAWN MEMORIAL LIBRARY

Technology Policy

Users of any technology (including cell phones) will be considerate of others and refrain from activity that interferes with fellow patrons and staff. This includes, but is not limited to, visual and auditory content that may offend or interfere with others' enjoyment of the library.

Hawn Memorial Library provides the following services / electronic resources (see Policy Guidelines for details):

Computers

Internet access

Wireless access

Online media site (Includes but not limited to the Hawn Memorial Library maintained website and social networking sites such as Facebook. Sites are maintained by the Library Director and designated staff (aka account manager).

Care, upkeep and protection of personal technology in the library environ is the responsibility of the owner. Hawn Memorial Library is **NOT** responsible for loss, theft, or any damage (including damage due to electrical surges) to personal technology. The library makes **NO** guarantees as to compatibility of a library user's device with the library network. Library staff does not provide wireless access support and will not install or modify hardware or software. Library staff cannot offer technical support for establishing or maintaining a connection.

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.

Hawn Memorial Library director and designated account manager maintain and edit the content of the library media accounts and sites, adjust online account settings and change passwords. Login details will not be shared. With a resignation or retirement of either the director or the designated account manager, all online media passwords will be changed. All online media activities undertaken by Hawn Memorial Library will be performed with respect to staff and patrons' privacy. The Hawn Memorial Library Photo Release form will be completed prior to picture publication and subject identification/tagging. The director and account manager will limit posting to Hawn Memorial Library information, events, schedules, new library matters and closing schedules.

A screen shot will be taken of content of a criminal nature (Examples include but not limited to: harassment, cyber bullying) appearing on Hawn Memorial Library online media forums, an incident report completed (with screen shot) and the material removed.

Technology Use and Guidelines

All users of electronic resources are expected to use these resources in a responsible and ethical manner consistent with the standards and rules of the library, village and the community.

General Rules / Policies Governing Technology Use:

- Patrons use their library card to access the computer
- Visitors may obtain a guest pass from the staff member at the desk
- Computers automatically shut down 5 minutes before the close of business
- Eligible patrons:
    - Children under age 7 with a parent or guardian at the child's side during use
    - Children 8 – 11 years old with a parent or guardian in the library during use
    - All others using computers must have computer knowledge and experience
- The library may deny or withhold computer / Internet privileges and other library services from users as well as parents or guardians of minors for infractions
- Computer time is limited to 60 minutes, which can be extended upon request unless a waiting list exists.
- Use is limited to a maximum of two people per computer at a time
- If a patron has a "blocked" or "barred" status due to fines, they will not be able to use the library computers unless they pay their fines below $3.00
- Personal pen drives or thumb drives may be used. The library thumb drive is available upon request. Material must be deleted by the patron or it will be deleted by the staff
- A user must save files or downloaded data to a thumb drive or CD
- Information saved to the desk top will be removed from the computer at the end of each business day
- Current board established copy prices apply
- Library staff reserves the right to remove inappropriate materials from the computer and to instruct the patron to refrain from seeking similar sites
- When using portable devices (including cell phones) to listen to music, dialog, sound effects, etc. library users must use headphones and make the sound inaudible to others. If sound is heard by others, the user must lower the sound and or mute the device.

A User Must NOT:

- Use PC's to gain unauthorized access to the library or any other network or computer system
- Obstruct the work of others by consuming large amounts of system resources or by deliberately crashing any library computer system
- Make any attempt to damage computer equipment or software, make any attempt to alter software configuration
- Use any library computer for any illegal or criminal purpose
- Violate copyright laws or software licensing agreement in their use of library computers
- Engage in any activity which is deliberately and maliciously offensive, libelous, or slanderous
- View pornographic sites (Please note: As the library is a public place, library staff reserve the right to remove sexually explicit materials from the computer screen and to instruct the user to refrain from seeking similar sites. Failure to comply will result in loss of Internet privileges)

Wireless specifics:

- Free wireless Internet service is provided by Hawn Memorial Library and users may connect using wireless laptop, PDA or other portable devices
- Library staff cannot offer technical support for establishing or maintaining a connection.
- The wireless connection is not secure. Since signals can potentially be intercepted, activity requiring transmission of credit card numbers, passwords, and other personal information should be avoided
- The wireless network is open. Thus, simultaneously connected computers are visible to each other, and therefore vulnerable to other users' viruses, malware, and hacks. Users are responsible for maintaining up-to-date antivirus software and firewalls
- The wireless Internet access is filtered
- All other Hawn Memorial Library policies concerning legal and acceptable use of computers and the Internet apply

Hawn Memorial Library online media forum removal specifics:

- Private or personal information, including phone numbers and addresses, or requests for personal information
- Comments, links or information unrelated to the purpose of the post
- Duplicated posts by an individual user
- Spam, or other commercial, political, or proselytizing messages
- Obscene comments, bullying or hate speech
- Personal attacks, insults or threatening language
- Potentially libelous statements
- Falsification of identity
- Posts in violation of laws or library policies
- Criminal nature

Cell phone / pager use specifics:

- Upon entering the library, cell phones, pagers, and similar electronic devices should be set to silent, no ring, or vibrate
- The library is not an appropriate location for cell phone conversations
- If you need to place a call from your cell phone while in the library, please do so outside
- Report loud, disruptive or uncooperative cell phone users to a staff member at the front desk

Reviewed and Board Approved 6/19/2018

Internet Safety Policy

It is the policy of Hawn Memorial Library to:

a) Prevent users access to, or transmission of, inappropriate material;
b) Prevent unauthorized access and other unlawful online activity;
c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
d) Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definition

Key terms are as defined in the Children's Internet Protection Act.*

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, to prevent access to inappropriate information. North Country Library System (NCLS) provides networked content filtering for all internet-enabled computers using Meraki by Bright Cloud.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

All patron requests for disabling the filter will be referred to NCLS.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Hawn Memorial Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

a) Unauthorized access, including so-called 'hacking,' and other unlawful activities; and
b) Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Hawn Memorial Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of NCLS or designated representatives.

*CIPA definitions of terms

MINOR. The term “minor” means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code.
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONDUCT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Adoption

This Internet Safety Policy was adopted by the Board of Hawn Memorial Library at a public meeting, following normal public notice, on April 23, 2019.

Reviewed and Board Approved 4/23/2019

Reviewed, Revised and Board Approved 04/21/2020

Reviewed, Revised and Board Approved 04/20/2021