

# Westford Public Library Public Access Computer, Wifi, and Scanner/Copier Policy

## INTRODUCTION

The Westford Public Library is committed to providing its patrons with access to computer equipment and the Internet. The Westford Public Library adheres to the basic principles governing information freedom and access as outlined in the American Library Association's Library Bill of Rights. In order to ensure the fair and equitable use of the library's computer equipment, patrons are asked to observe the following guidelines:

## GENERAL USE

1. Be considerate of other users, and leave the computer and software as you found them.
2. Do not eat or drink near the computer stations.
3. Any computer or printer problems must be immediately reported to the librarian.
4. Users are allowed a half hour of use, and additional time if no one else has requested use. Users working on the computer in a group will count as one.
5. Patrons using their own devices to access the wireless Internet are responsible for the adequate protection of their devices and data.

## SOFTWARE

1. Users must respect the integrity of the library's computers and utilize only those programs and services already on the computer.
2. The Westford Public Library is not responsible for any damage or loss of data that may occur while using computers at the library.
3. Users may use only those programs and services posted on the computer; do not download other programs or save personal files onto the computer. The hard drive, most specifically the "My Documents" folder, will be deleted of all non-library files regularly.
4. In order to protect the public access computer from viruses, users cannot upload programs from devices such as CDs or flash drives. However, users may save information to a device.
5. Any application used by a user must be properly exited upon completion.
6. Public access computer users must not alter settings on the computers or delete or modify any files.

## SCANNER/COPIER

1. Patrons must follow posted instructions for machine.
2. Scanned files cannot be saved on the library's hard drive.

## CHARGES

1. The cost of repairing damage to the computers or their peripherals by any library user may be charged to that library user.
2. The first 10 pages printed from either the computer or scanner/copier machine are free of charge. There is a charge of 10 cents per page printed thereafter. **Please check the length of any document before printing it out.**

## PRIVACY

1. The Westford Public Library is committed to the privacy of its public access computer users. However, users should be aware that use of the Internet, at this time, cannot be considered secure, and that some applications may save temporary copies of data to the hard drive. Public access computer users should therefore assume that others may be able to retrieve their work, and should take appropriate care.
2. In general, the library will treat information stored on the computer as confidential. Exceptions to this rule will only be honored when required by local, state or federal law, or when approved by the librarian.
3. As these computers are in a public area, be aware that the screen will be visible to other library users.
4. The computer's cache and temporary files, as well as Internet history will be cleaned out on a regular basis.

## CHILDREN

1. All public access computer users of the Westford Public Library, regardless of age, have equal access to the information provided by the library.
2. The Westford Public Library's policy on the use of computers and access to the Internet is the same as for the borrowing of books: parents and guardians of children are responsible for the appropriate use by children of the library facilities.

## SANCTIONS

Users who do not follow these rules, or other rules of the library, may have their privileges revoked. If you are unsure whether your use of the computer facilities might conflict with these rules, please ask the librarian.

**This policy was revised and approved by the Board of Trustees  
of the Westford Public Library in March 2019.**

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Trustee Chair

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# Westford Public Library

## Public Access Computer Policy

In order to ensure the fair use of computer technology, public access computer users are asked to observe the following guidelines. For more detailed guidelines or to view the Public Access Computer Policy in its entirety, please speak with the librarian. This policy was reviewed March 2019.

1. Computer use is for one half-hour, with additional time available if no other patrons have requested use. Groups of users will count as one user and be held to the time frame above.
2. Users may use only those programs and services posted on the computer; do not download other programs or save personal files onto the computer.
3. Non-library files on the computer hard drive will be deleted regularly; contents of the temporary folders and the cache, as well as Internet history, will be deleted regularly.
4. Each user may print 10 pages for free; after, there is a charge of 10 cents per page. **Please check the length of any document before printing it out.**
5. Do not eat or drink around the computer.
6. Properly exit applications when finished.
7. The cost to repair damage caused by the failure to adhere to any of the above guidelines may be charged to the library user responsible.
8. As the computers are in a public area, be aware that the screen will be visible to other library patrons.
9. Patrons using their own devices to access the wireless Internet are responsible for the adequate protection of their devices and data.