



**Board of Trustees
Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159**

**Meeting: Thursday, September 7, 2017
5:30 pm
Bergman Room**

Agenda

Call to order

Approval of Minutes from June 2017 meeting

New Business

Computer and Internet Use Policy
FY17 Final Financial report
State ARIS report

Chairperson Report

Old Business

Air Conditioning Funds
Public bathrooms update

Director's Report

Circulation – current fiscal year
Summer Reading report

Public Comments

Adjournment

Next Meeting: Thursday, October 5, 2017

Computer & Internet Use Regulations- proposed

September 2017

Library Staff will do their best to ensure that computer users are able to successfully complete their computer transactions. However, library patrons use the Internet at their own risk and the library is not responsible for Internet content.

All users of library computers, whether desktop or laptop, are expected to use them in a quiet, responsible and courteous manner. Please respect the privacy of other users.

Public Computer Use

You must have a Noble library card to access a computer. Visitors may request a guest pass which is good for one use only.

You must use your own card. Using a card belonging to another person will result in the loss of computer privileges.

Parents and Minors

Filters are used on all Children's Room computers, but parents are cautioned that filters may not block all inappropriate materials. Parents or guardians are responsible for the behavior of their minors. Children under the age of 14 should utilize computers in the Children's Room only. (See exception under Teen Zone) High school students may use computers in the Adult section of the library.

Teen Zone

On weekdays from 3 to 6 pm computers in the Teen Zone, located in the Kinney Room, are reserved for the exclusive use of students in middle- and high-school. Library cards are required and students are expected to use computers responsibly. Students who would like to borrow a Library Chrome book or iPad, for use in the building only, must use their library card and staff will hold the card until the device is returned to the desk.

Time Limits & Reservations

In order to ensure equitable access for all users, computer use is limited to one hour per user, per day. Extra computer time may be granted if other patrons are not waiting to use a computer.

All computers are available on a first-come, first-served basis only and may not be reserved in advance. All computers are turned off 10 minutes before the library closes.

Responsibilities of Library Staff and Users

Library staff will not monitor a user's computer or Internet use, except to ensure compliance with this policy and its regulations.

Library staff will assist users with the Library's electronic resources, including the library catalog, online databases, and the Internet, and will also provide limited assistance in the use of Library-installed software. Staff will provide assistance to patrons with questions about Library-installed software as time and knowledge permit.

Staff are not available to provide extensive tutoring in the use of Library-installed software or extensive assistance in the creation of documents such as letters or resumes.

Computer users may not load their own or any other software onto Library equipment. Users are not permitted to store any software or other data on the Library's computers, or alter the programs currently installed on the systems.

Any use of the Library Network for illegal, inappropriate, or obscene purposes or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the Library Network. Obscene activities shall be defined as a violation of generally accepted community standards.

Suspension of User Privileges

In the event that a user fails to comply with this policy and its regulations, Library staff are authorized to terminate a user's ongoing session and refer repeated violations to the Director. This may result in the revocation of a user's computer privileges. Illegal acts involving Library resources may also be reported to local authorities and subject to prosecution by local, state or federal authorities.

Printing & Saving

Prints may be made using the library's print release station.

Users may not save documents or personal files to library computers. It is recommended that users save their documents to their personal email or flash drive. The Library is not responsible for loss of data that may occur when saving documents, or when a session ends.