Public Internet Use and Guidelines

Access
Due to the unstructured and unregulated nature of the Internet, the Howe Library cannot control or monitor information on the Internet, nor can it be held responsible for any materials accessed through it. Because there is no guarantee that information posted on the Internet is accurate, it is essential for you to read with care. If you are in doubt, check the sources; your librarians will be glad to assist you in evaluating the site. Library staff will apply the selection criteria outlined in the library's policy *Selection of Library Materials* to provide links to recommended World Wide Web resources through the Howe website. The library's website also has links to guides for evaluating Internet information and websites.

The Howe Library will not use blocking or filtering software to limit access to Internet sites. However, there is the option of using filtered search engines (which are not under the control of the library) that provide access to pre-selected sites.

Purposes and Priorities
Parents or other legal guardians are responsible for their children's use of the Internet in the library, just as they are for their use of materials in the library's collections. We urge parents to supervise their children's use of the Internet.

You may not use the library's computers for any illegal purposes including unauthorized access, software piracy, or transmission of copyrighted materials without approval. You are expected to engage in responsible, ethical use of the Internet which includes not sending, receiving, or displaying text or graphics which may reasonably be construed as obscene or objectionable to library users or staff around you.

Due to circumstances beyond our control, there may be times when access to the Internet is not possible.

We remind users that confidentiality and privacy cannot be guaranteed when using email and the Internet.

Internet Training
If you have basic questions about Internet access, the reference staff will be happy to help. The library has many books and magazines about the Internet to provide you with further information.

Using and Reserving Terminals
Please limit your time to one hour. The time limit in the Teen Room during after-school hours is 30 minutes.

You must save your work to a USB flash drive. Security software on all public computers will erase all saved documents.

No more than two people may use a computer at a time.

Printing charges are 25 cents per page.

Headphones are necessary for accessing audio files on public computers. They may be purchased at the Circulation Desk for $1.50.

Laptop Computers
Laptop computers may be checked out for use in the library. You must be 18 years of age or older and leave your valid driver's license with the staff. Further information is available at the Circulation Desk.

WiFi Access
Wireless access is available at Howe Library. You are responsible for your own computer. Howe staff members will not adjust settings or make any changes to your computer. Users should be aware that WiFi networks are not secure and all necessary precautions should be taken to protect their equipment and data. Transferring personal data should be avoided.

Reviewed and revised October 2005 / Updated September 2009, August 2012.
This document is to be reviewed by the library director every five years.