Computer Use Policy

Each computer session last for one hour. You may log on again when your session has expired for a maximum of 3 hours per day.

There is one 15 minute Express Computer available, but you are only allowed one session on it. You may not use the 15 minute computer while you are waiting for a one hour computer to become available.

Your use of computers and other library equipment is at your own risk. The library assumes no responsibility for the safety of your equipment or for any alteration or loss of configuration, security, or data files resulting from the use of library equipment.

Children under eighteen must have an Internet permission form signed by a parent or guardian (in presence of library staff) on file and they must present their library cards when they sign up for computer use OR they must be accompanied by a parent or guardian.
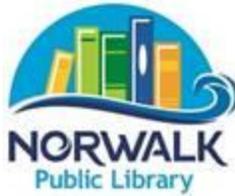
The library has four computers for children under 18 who do not have Internet permission but who need a computer for school assignments. These computers may not be used for surfing the internet, email, chat or games.

Internet Policy

The Internet is a vast, global network providing an unlimited range of information. It enhances the Library's in-house resources and offers a valuable educational experience for both adults and children. Users are encouraged to take advantage of the Internet; however, it is not regulated by any governing body. Much of the information retrieved may be inaccurate, offensive to some, or inappropriate for children.

To remain consistent with the [American Library Association's "Library Bill of Rights"](http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm) (http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm), the ALA's ["Statement on Filtering"](http://www.ala.org/ala/aboutala/offices/oif/ifissues/filtersfiltering.cfm) (http://www.ala.org/ala/aboutala/offices/oif/ifissues/filtersfiltering.cfm) and the Norwalk Library's own materials selection, policy, the Library's Internet access is not subject to limitations or censorship. Users are expected to exercise good judgment and discretion since the Library does not control or monitor access.

The Library does not take responsibility for the Internet's accuracy, timeliness or appropriateness. Users are responsible for evaluating the materials that are accessed.

Parents/guardians of minors are responsible for supervising and monitoring their children's Internet use. **Children under eighteen must have an Internet permission form signed by a parent or guardian (in presence of library staff) on file and they must present their library cards when they sign up for use OR they must be accompanied by a parent or guardian.** Guidance is offered in a publication called [Child Safety on the Information Highway](http://www.safekids.com/child-safety-on-the-information-highway/) (http://www.safekids.com/child-safety-on-the-information-highway/). [El Internet Una Guia Para Padres de Familia](http://www.ed.gov/PDFDocs/Internet_sp.pdf) (http://www.ed.gov/PDFDocs/Internet_sp.pdf)
Copies are available at the Information Desk and in the Children's Department.

Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library users. Libraries and librarians should not deny or limit access to information available via electronic resources because of its controversial content or because of personal beliefs or fear of confrontation. Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction. Responsibility for, and any restriction of, a child's use of the Internet rests solely with his or her parents or legal guardians.
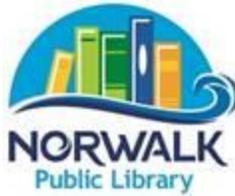
Users are cautioned that ideas, points of view and images can be found on the Internet, which are controversial, divergent and/or inflammatory. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary, which may be found on the Internet.

The Library cannot protect individuals from information and images that they might find offensive or disturbing. Since the library computers on which the public can access the Internet are located in public areas that must be shared by library users of all ages, background and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images. Library staff cannot consistently and effectively monitor the public's use of the Internet. Yet the Library reserves the right to ask individuals to discontinue the display of information and images that cause a disruption.

User Responsibilities

All users of the Internet are expected to use this library resource in a responsible and courteous manner, consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library.

Compliance with Library Policy and Guidelines

In addition to this specific policy, general guidelines for the use of all public-access computers govern the use of the Internet in the Library. Violation of the policies and regulations that govern the use of the Library's Internet resources may result in suspension or loss of the privilege to use these resources. Illegal activity involving the Library's Internet resources will be subject to prosecution by the appropriate authorities.

Staff Assistance with computers and personal transactions

The library provides free access to the Internet for informational and educational purposes. While our reference staff will guide users in the application of general research techniques in the use of databases as well as the rest of our collection, staff cannot perform online personal transactions for individuals such as, but not limited to, the preparation and or submission of employment applications, resumes, medical, immigration, financial aid, or tax forms. Likewise, staff cannot edit papers, write letters or translate documents.

Librarians are trained to apply their research skills to locate requested information. They also assist library users in the application of research techniques for self-directed searches. Although librarians may possess in-depth knowledge of specialized fields beyond their general reference training, they are not authorized to give advice, opinions or consultations of a legal, medical or financial nature or any other matter that would usually require the services of a practitioner in the particular field.

(Approved by the NPL Board of Directors, 4/8/2010)