

**MERRIMACK PUBLIC LIBRARY**  
**POLICY AND GUIDELINES FOR PUBLIC INTERNET ACCESS**

The Merrimack Public Library offers direct, unfiltered access to the Internet, wireless Internet, and selected online services as a basic service. Access to certain databases may require the assistance of library staff. E-mail access is only available through web-based email such as Hotmail, Gmail, Yahoo, etc. The Library also offers wireless Internet services.

**DISCLAIMER:**

The Merrimack Public Library and its Trustees and staff do not control the Internet. The Internet is a global entity. Parents should supervise their children's Internet sessions at the library.

The library cannot protect individuals from information that might be found offensive. There are many sites that carry information resources that patrons may think controversial or inappropriate. Not all sites on the Internet provide accurate, complete or current information. Individuals using the Internet need to be good information consumers, questioning the validity of the information found.

The library does not block access to chat rooms and other social software on the Internet. The library can not act in place of a parent to control a child's use of the Internet. This is a family and individual decision. We can and do provide guidance and direction toward good and safe Internet sites.

**GUIDELINES:**

The library regards Internet access as a basic library service and does not place restrictions on who may use the Internet at the library.

Access will be provided during normal business hours. Wireless access is available inside and outside the building. The same guidelines that apply to the library's Internet computers apply to wireless users inside the building. Wireless is not secured so users need to be responsible for their own security. Wireless printing is not available.

Children twelve and under and the adults who are in the library with children are given priority to the use of the Internet computer in the Children's Room.

Users will be personally responsible for any materials ordered via the Internet. They will need to pay for these items with a credit card. The library will not be responsible for these costs.

Users will agree to obey all applicable federal, state and local laws including, but not limited to, copyright, licensing and content restrictions. Patrons using the Internet are expected to refrain from viewing sexually and/or printing explicit or violent content on library computers. The library reserves the right to terminate or restrict the user's Internet privileges for abuse of these conditions or for unauthorized use of the library's Internet connection.

Users may download material onto the computer's hard drive for temporary use. The hard drives are automatically cleared every time the computer is restarted. Users may download material onto a removable disk or USB flash drive. Users may bring their own disks/flash drives or purchase disks from the reference desk for \$1.00 or USB flash drives for \$7.00. Users may print pages to a printer. Black and white pages are .10 each. Color printing is available for \$ .50 per page with the assistance of Reference staff. Headphones are also available at the Reference Desk.

Any damage to the computer or its associated devices is the responsibility of the user. Abuse of the equipment or the service will result in the user being denied further access to the service. Malicious damage may result in prosecution. Damage deliberately done to other computers, networks or products accessed through the library's Internet connection will be traced and the perpetrator will be prosecuted to the full extent of the law.

Internet users who have a Merrimack Library card will log in to Cassie, a time-management software, when they sit down at a public computer. Internet users who do not have a Merrimack Library card will be able to see the Reference Staff to obtain a guest barcode to log in to Cassie. Users will be required read and "Accept" our Internet Policy before they will be able to proceed. Sessions are usually limited to one hour unless no one else is waiting.

**Adopted June 19, 2003, amended July 16, 2003, amended November 15, 2006, amended April 12, 2011, amended March 26, 2013, Amended September 17, 2013.**

**Library Board of Trustees**