

# **Plymouth Public Library**

## **Computer Use Policy**

Revised: 2/24/2025

### **1.0 PURPOSE**

The purpose of this policy is to clearly state the Plymouth Public Library's (aka "the Library") position on computer use and clarify the rights and responsibilities of the Library's patrons while utilizing the Library's computers.

### **2.0 POLICY GUIDELINES**

#### **A. SERVICES**

The Plymouth Public Library provides Library patrons with computer resources for public use to expand the availability of such tools for educational, research, informational, cultural, and recreational purposes. The Plymouth Public Library provides free Wi-Fi for all electronic devices to enable access to the internet.

The Library's wireless connection is not secure. There can be untrustworthy third parties between the user and anybody with whom the user communicates. Any information being sent or received could potentially be intercepted by another wireless user. Users must exercise care when transmitting their credit card information, passwords, or any other sensitive personal information. The Library will not be responsible for any personal information that is compromised.

#### **B. ACCESS**

The Plymouth Public Library presently has computers for public use in the following locations: The Reference Department, the Manomet Branch Library, and the Youth Services Department. Public computers are available for use by all Library patrons regardless of cardholding status.

Patrons are encouraged to use their own flash drives to save files. Library computers are not configured to permit the saving of files to the desktop. Patrons may not store or change files on the public computers. Library computers automatically clear all input from patron sessions.

Public computers shut down approximately 10 minutes before closing.

#### **C. ACCEPTABLE USE**

Patrons of all ages are expected to use computers in an acceptable manner, respecting the rights of others. Patrons who are using the internet either via the public computers or on their own devices via Wi-Fi, are required to abide by the Library's Internet Access Policy.

Computer users may not:

1. attempt to damage computer equipment or software; alter software configurations; cause degradation of system performance;
2. use any Library workstation for illegal or criminal purposes;
3. violate copyright laws or software licensing agreements;
4. engage in any activity which is disruptive, offensive, libelous, or slanderous;
5. install or download any software;
6. use audio or visuals which might be disruptive to others;
7. violate another user's privacy;
8. send, receive, or display inappropriate materials, defined as text, audio, or graphics, which may reasonably be construed as obscene.

#### D. VIOLATIONS

Violations of the Computer Use Policy will result in the loss of Library computer privileges. Failure to follow the rules described above will be dealt with in a serious and appropriate manner; illegal acts involving Library computer resources may also be subject to prosecution by local, state, or federal authorities.

#### E. FEES

There is no fee for accessing the Library's public computers. Printing services (black and white and color) are available for a small fee.

#### F. INSTRUCTION

The Library staff provides minimal instruction in the use of Library computers. Computer manuals and tutorials are available in the Library and through the Library's online research databases. Library staff do not provide electronic device instruction beyond routine assistance in finding resources. Library staff do help in troubleshooting public computer problems when time permits. The Library offers appointments on the utilization of personal electronic devices for Library services and materials as staff schedules permit.

### 3.0 APPLICABILITY

This policy applies to all users and patrons of the Plymouth Public Library.

**4.0 CONTACT**

Library Director, Plymouth Public Library.

Signed-By:

  
Chair, Select Board

  
Town Manager

4/1/2025  
Date

4/1/2025  
Date