<u>**INTERNET USE POLICY AND PROCEDURES**</u>

The Peabody Institute Library provides access to the Internet in support of the Library's role as a provider of resources for information and learning to the community.

As a world-wide network of information resources, the Internet offers access to information and collections of materials previously inaccessible from inside the Library's walls. As such, it is a potentially invaluable resource for researchers and serves to supplement the Library's collection.

Because the Internet is a vast and unregulated information network, the Library cannot guarantee the accuracy or authenticity of information gathered from it. As with other Library materials, researchers must utilize good research techniques and judgment when seeking information on the Internet. The Library will attempt to identify on its home page resources and starting points for research on the Internet that are consistent with the Library's mission and collection policies.

Some information, images, and ideas available on the Internet may be offensive, disturbing, and/or illegal. Some content and images may not be appropriate for certain age groups (see Child Safety on the Internet below). As the Internet is in a constant state of unpredictable change, the Library cannot protect users from or take responsibility for offensive or disturbing material accessed through public workstations. The Library reserves the right to ask users to refrain from displaying computer images which are inappropriate for public viewing.

In accordance with the American Library Association's Library Bill of Rights and Access to Electronic Information Services and Networks, the Peabody Institute Library does not control, limit, or monitor Internet use.

Child Safety on the Internet. The Peabody Institute Library has taken all the precautions that the law allows to insure the intended use of this electronic resource. Nevertheless, parents or legal guardians are responsible for monitoring their minor children's use of all Library materials, including the Internet. The Library supports parents and guardians in guiding their children's access to print, non-print, and electronic information. Children using the Internet unsupervised may be exposed to inappropriate or disturbing content. Parents are advised to discuss appropriate use of this resource with their children, establishing guidelines and boundaries. The following rules and regulations apply to all users (including minors) of Internet resources in the Peabody Institute Library.

A. **Rules and Regulations:**

1. Any person who damages equipment belonging to the Library will be responsible for the cost of repair or replacement of that equipment.
2. Computer files may not be saved on the Library's computers. No software other than that which is already present may be installed on the Library's computers.
3. It is prohibited to use a public Internet workstation for illegal, actionable, or criminal purposes or to infringe copyright.
4. It is prohibited to use a public Internet workstation to modify or gain access to files, passwords, or data belonging to others, or to seek disallowed access to any computer system via the Internet.
5. Any unauthorized disclosure, use or dissemination of personal identification regarding minors is prohibited.
6. Violation of the policies and guidelines governing the use of the Library's Internet resources may result in a suspension or loss of the privilege to use these resources.

B. **Staff Assistance**

1. Users are instructed to consult a staff member if a technical problem arises.
2. Searching assistance will be given as time and knowledge permits. Please be aware that Internet trained staff may not always be available, and that finding information on the Internet can be an involved process. Internet workshops will continue to be provided on a regular basis.
3. Complaints must be made in writing to the Library Director.

As approved by the Board of Library Trustees the 8th day of September, 2008.