

June 2 @ 5:00

Washburn Memorial Library

Board of Trustees Meeting

April 7, 2015 5:00 pm

Members in attendance: Rita Kingsbury, Laurie Blackstone, Linda Bourgoine, Bev Turner, Christina Maynard, Gary Cole, Charlotte Griffin, Warrena Forbes and Lois Walton.

Secretary's report:

Laurie read the minutes from the March meeting. Rita moved to accept and Warrena seconded. Motion carried.

Librarian's report:

Lois purchased the router and the ipads are not online yet. She is waiting for someone to come hook it up.

Gary moved the audio books.

Lois looked into the shelving and we would need 16 at \$75 per unit. There is no way to attach canopies to existing shelving. Presque Isle and Caribou were asked if they had unused shelving. PI had already given theirs away.

Lois spoke to Scott about the printer.

A copy of the statistics were handed out to everyone. Circulation was up a little for March. She used a new counting method which uses sessions on the computer instead of one block of time.

Computer sign-up sheets are upstairs as are new sign-on sheets. The Use policy has been posted also.

Lois fixed all of the undefined items that she could. Atrium 10.0 is coming out soon and that should make reporting easier.

She talked to Adam about putting gravel out back to fix the mud situation. For 45' by 35' it would cost \$675. Soderberg would remove sod, dig, put down stone and then gravel. Gary suggested crusher dust. He also asked if the town would pay for this or the library. After discussion it was decided that it would probably be the library's responsibility. Gary moved that we pay for the purchase of the materials up to \$1000 to fill in the lawn area behind the library and the town would do the work. Rita seconded and the motion carried.

Financial report: Bev passed out the report. 16-17% spent. Tech support was paid and that will even out over the year. Warrena moved we accept the financial report and Charlotte seconded. Motion carried.

New business: Gary has stored the flowers for the winter. He will re-pot them soon and hopefully they will bloom. There is still too much snow to plant.

Officers: Gary nominated Linda as chairperson and Warrena seconded. Rita was nominated for vice-chair, Laurie for secretary and Bev as treasurer. Gary moved we elect all and Warrena seconded. Motion carried.

We will talk about shelving next month.

We will ask the representative from the Maine Community Foundation to come and give a presentation in May hopefully at the next board meeting.

The CD is coming due in June.

Christine Skinner declined our request to be the representative from Wade.

Next meeting is scheduled for May 5th at 5:00. (It is subject to change).

Warrena moved for adjournment at 6:20. Charlotte seconded and motion carried.

Respectfully submitted, Laurie Blackstone



Internet Use Policy

In fulfilling our mission of "Preserving our history, building community, and nurturing the life of the mind," the Lewiston Public Library endeavors to develop quality collections, resources, and services for use by the citizens of Lewiston. The information, services and resources available over the Internet comprise a means for cultural exploration and a valuable learning tool for our community. They allow any individual the opportunity to explore a wealth of information well beyond the walls of the Library proper. It is imperative that the Library continue to develop Internet services along with its more traditional library and information services. These Internet services shall include both in-library services designed to provide users with online access to the Internet and web-based services for delivering information, services, and resources to clients via the Library's web pages.

The Library staff shall develop a familiarity with Internet resources, search engines, and other navigating tools and use this knowledge to assist library users in locating information to meet their needs. However, the Internet is vast and rapidly expanding, therefore library users should recognize that any one person can provide only limited assistance.

The Library shall maintain a set of publicly-accessible web pages on the Internet for the purposes of:

- 1.) providing information on Library services, policies, collections, and programs;
- 2.) facilitating citizen communication with the Library staff; and
- 3.) directing users to quality information and resources available at other Internet sites. The Library staff shall identify first-quality, commercial information resources available on the Internet and purchase community-wide access to these resources for all Library cardholders. Whenever possible, the staff should explore cost-effective options for obtaining this access by working cooperatively with other libraries and through statewide consortia.

The Library shall provide computers for use by the public to access the Internet. The library staff shall set rules and restrictions on the use of these computers to ensure that the resources are shared freely and equally.

All Library records regarding a patron's use of the Internet shall be kept confidential. Those records may only be released with the express written permission of the patron involved or per order of a court.

Misuse of the electronic resources of the Library, or of Internet access, shall result in the loss of computer privileges for the user. Such misuse includes, but is not limited to, using computers for illegal activities; viewing obscene or sexually explicit images; hacking into the Library's computer system or any other computer system; sending harassing communications to other computer users; and violating copyright laws and/or software licensing agreements.

The Lewiston Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population. While much of the information available is of a high quality, the Internet also contains information that is inaccurate, outdated, or personally offensive. The availability of information does not constitute endorsement of the content by the Lewiston Public Library and library patrons should use it at their own risk. Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian.

The public library, unlike schools, does not serve in loco parentis (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with parents or guardians. Also, parents or guardians set family standards and values; for that reason, the Library highly recommends that parents or guardians assist and accompany their children's exploration and research on the Internet.

The following are recommended guidelines for parents and guardians to ensure that minors have positive online experiences, whether at home or in the library:

- Use the Internet as a family. Join your children in Internet exploration.
- Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
- Encourage children to use sites recommended on the Library's web pages and counsel them to avoid sites you consider unsuitable.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Instruct children NEVER to give out personal information (name, address, password, telephone number, credit card number, etc.) online and NEVER to arrange to meet someone whom they have communicated with online.
- Teach children to be good online information consumers. As with print information, consider the source, date, and accuracy.

With the exception of the Internet computers in the Children's Room, the Library will not place filtering or blocking software on its public internet computers. The state of filtering software technology is far from perfect, allowing inappropriate material to pass through and blocking appropriate sites from view. The Library has a First Amendment responsibility to provide access to legally-protected free speech. Filtering software will be used on the Children's Room computers only in an attempt to block information and images that are obscene or harmful to minors.

Adopted: October 1995

Revised: November 13, 2002

Page last updated: Aug 22, 2013

145 Harlow Street Bangor ME 04401
207-947-8336
Hours: Monday-Thursday 10:00-8:00 pm;
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Internet Use Policy

Internet Use Policy

The Bangor Public Library strives to provide its patrons with quality collections, resources and services. As part of this effort, the Library offers its users access to information available on the Internet and through other publicly accessible information systems. It is the policy of the Bangor Public Library to afford patrons the same free and unrestricted access to the Internet as it does to print material. The Library does not select the content of materials found on the Internet. Patrons have the responsibility of evaluating the validity and the appropriateness of all online sources. All Library computers are equipped with a content filter designed to follow the mandate of the federal Children's Internet Protection Act (CIPA). Any adult (i.e. a person 18 or older) may turn off the filter while using one of the Library's public-access computers. The intervention of a staff member is not necessary for a user to turn off the filter. The filter is restored by default when the user logs off. For instructions on how to disable the filter, [click here](#).

The Library reserves the right to and does monitor the use of its computers. As set forth below, the illegal or inappropriate use of Library computers, is not permitted.

All computers in the Children's Department are for the exclusive use of those 17 and younger and those assisting them. Children's Department computers with Internet access are filtered in compliance with CIPA, and users cannot turn off the filters on these computers. The Library cannot assure that these filters will block every item that may be a concern to every parent and the Library and

its staff cannot be responsible for material selected or accessed by children. Parents may obtain a "No Internet Access" Library card that will allow their child to use only those Library computers having no Internet access.

Throughout the year the Library provides free programs for both adults and children on using the Internet safely, about appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and about cyberbullying awareness and response.

The proper legal authorities will be notified if a user is using Library computers or Library communication networks illegally. Illegal activity includes, but is not limited to, sending or receiving, printing or displaying child pornography; harassment of others (here or at any other location), unauthorized access to accounts of others; libel or slander of others; identity theft, solicitation of minors; hacking; spamming; and violation of computer security or software license agreements.

The Library reserves the right to terminate the session, evict the patron, and/or suspend or terminate the Library privileges of anyone who engages in illegal use or in inappropriate use including but not limited to a use that disrupts Library service, violates Library policies or procedures, jeopardizes the security of access of the computer network or other networks on the Internet; discloses or shares the user's password with others; impersonates another user; uses one's own software programs on the Library's computers; alters the Library's computer settings; or damages or modifies computer equipment or software.

The Library is not responsible for damage to users' disks or computers or for any loss of data, damage or liability that may occur from use of the Library's computers or wi-fi network.

Because computers are located in public areas, the privacy of viewing screens cannot be assured; furthermore, because these are public access computers, the confidentiality of files and printouts also cannot be assured.

The Policy on Internet Access, like all Library policies will be reviewed periodically and revised as necessary. Comments are invited from the public on any policy or practice at the Bangor Public Library.

Revised 7/01/04 Proposed Revision 5/1/12 Passed 2/5/13

145 Harlow Street | Bangor, Maine 04401 | 207-947-8336 | bplill@bpl.lib.me.us

XIV. Internet Use Policy

The _____ Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement. All users must sign the log-in chart prior to beginning their session.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, unmoderated global network; the _____ Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals
- Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis; each user is

allowed one session--if there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service for 30 minutes the user must abandon use of the Internet if another patron requests use of the service

- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

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Washburn Memorial Library

INTERNET USE AGREEMENT

I understand and will abide by Washburn Memorial Library's Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action may be taken.

User's Name: _____

User's Signature: _____

Date: _____ Patron # _____

As the parent or guardian of this individual, I accept full responsibility for my child's use of Washburn Memorial Library's Internet service and agree to oversee my child's use of this service. I have read the attached Internet Use Policy, and I understand that the library's access to the Internet is intended and designed for educational and informational purposes. I will not hold the library responsible for materials or information acquired by my child through the use of the library's Internet service. I hereby give permission for my child to use the library's network for Internet access and certify that the information contained on this form is correct.

Parent's/ Guardian's Name: _____

Parent's/ Guardian's Signature: _____

Date: _____

lw- 3/03/2015

Maine State Library

Home → About MSL → Policies → Internet Use Policy

lets us use this policy but will revise it.

Maine State Library Internet Use Policy

The Maine State Library's electronic resources may be used only for purposes that are legal and conducive to a public environment. As with other library resources, restriction of a minor's access to the internet is the responsibility of the parent or legal guardian.

User Responsibilities

1. Sign in at the circulation desk in order to use seated computers (not necessary for standing computers).
2. Abide by 1 hour time limit.
3. Pay for all printed copies (15 cents/page).
4. Do not change settings, wallpaper, etc.; do not save/download; do not install hardware/software.
5. Do not shut down computers; *close all applications* click the Home icon when finished.
6. Patrons may save to their own memory sticks (the Library is not responsible for loss or damage).
7. The user is responsible for any damage resulting from connection of users' personal computer equipment or peripherals to *MSL* computers.
8. Privacy cannot be guaranteed; all computers are in public areas and must be used as such.
9. Any copyright law infringement by the patron is solely his/her responsibility.

Unacceptable Uses

1. The viewing of sexually graphic and/or explicit materials is expressly prohibited on ~~Maine State Library~~ computers.
2. Users may not use computers for illegal or criminal activity including the sending or receiving, printing or displaying of child pornography.
3. Harassment of other computer users (here or at any other location); unauthorized access to accounts of others; libel or slander of others; solicitation of minors; hacking; spamming are all prohibited.
4. Violation of computer security or software license agreements is prohibited.

Failure to abide by the provisions of this policy will result in the loss of library privileges including, but not limited to, use of the Library computers. Illegal acts involving the public computers will be subject to prosecution by local, state and federal authorities.

Acceptance of Policy

Washburn Memorial
Signing in and/or use of ~~Maine State~~ Library computers is considered de facto acceptance of these policies.

Rev. 03/2012

WELLS PUBLIC LIBRARY

COMPUTER USE POLICY

General Statement

The Wells Public Library provides computer resources, including Internet and wireless access, to implement its goal of providing information to people of all ages in the community to further the pursuit of educational, personal and recreational interests. In keeping with principles found in the Library Bill of Rights, Access to Electronic Information Services and Networks, and the Freedom to Read Statement, the Wells Public Library provides equal access to all.

Responsibility for the use of any library computer rests with the person using it. As the library does not operate in loco parentis, responsibility for the use of a library computer by anyone under the age of 18 rests with the parent/guardian. The Internet is an unregulated medium that does not necessarily contain accurate, complete or current information. The Internet may contain pornographic, disturbing or illegal information or copyrighted material. The library has no control over and does not monitor access to or use of information available on the Internet.

Patrons using library computers or computer systems must use them in a responsible manner, respecting the rights of others and taking care of the equipment. Computer users are liable for any damage done to the equipment or software. The Wells Public Library is committed to providing an environment free from any harassment. Patrons are expected to avoid displaying on the screen material that may be objectionable to other patrons and staff members. Please be considerate of other users and library staff and patrons.

Patrons use the library's computer resources at their own risk. Loss of a patron's time, work or property shall not be the responsibility of the library for any reason. The library staff does not provide in-depth support for computer users and may not have time to assist patrons in setting up e-mail accounts.

Use of Computers in the Library

Patrons are not allowed to use any of the library's computers or computer resources for fraudulent, unlawful or malicious purposes, including but not limited to:

- Sending, receiving, printing or displaying any text or graphics that are legally defined by State of Maine law as "obscene" or "child pornography." (For more information see ME Revised Statutes Annotated Statute Title 17, Section 2911 (dissemination of obscene matter to minors) and Title 17-A section 281 et seq..)
- Transmission of unlawful material
- Unauthorized access, disclosure, use or dissemination of personal identification information
- Attempting to violate computer system security or software license agreements
- Spamming
- Unauthorized entry to any computer
- Knowingly transmitting viruses, worms, or any other malicious programs or codes.
- Harassment of an individual, business entity or group of individuals
- Denial of service attacks
- Violation of copyright laws
- Changing computer settings or access.

Please refer to our "Wireless Computing Guidelines" for information when using our wireless service (ask a librarian).

Time Limits and Non-Permitted uses

- Computer workstations are available to authorized users during library hours until 15 minutes before closing.
- Patrons may use a computer for up to 30 minutes at a time for a maximum of 60 minutes per patron per day. This time limit may be extended at the discretion of library staff if computer availability permits.
- Use of the Library's Internet computers requires a valid patron barcode from a Library Card, or Computer Guest Pass.
- Due to space and noise concerns, no more than two persons at a time may sit at any computer workstation.
- Access to computers will be denied to any library patron who has an invalid, expired or blocked card. Blocks are placed when fine amounts reach or exceed \$3.00. Please see a librarian if you see an error message about invalid or blocked access.

All computer/wireless users must read and comply with this "Computer Use Policy." Use of library computers and computer hardware or software, including the wireless network, constitutes acknowledgement that you have read and will comply with this policy. Failure to comply with this policy may result in loss of privileges of computer use, wireless service, other library services, and/or prosecution.

Right of Appeal:

The library has a "Policy on Appeals of Library Decisions Involving Library Policies," a copy of which is available upon request. Appeals may be made in accordance with that policy.

Approved by the Library Board of Trustees: January 11, 2006. / Revised and Approved May 2010