RIDGEFIELD LIBRARY INTERNET & WORKSTATION USE POLICY

The Ridgefield Library is committed to being a resource for expanding knowledge for the community it serves and responding to the multi-faceted needs of its patrons by offering free access to a balanced mix of books, media and information technology, including the Internet.

In order to provide computer access to as many people as possible, the Ridgefield Library reserves the right to institute time limits and sign-in procedures as necessary.

The Library reserves the right to terminate an Internet session at any time for inappropriate use. Internet privileges will be suspended if the use or behavior at an Internet workstation is not in keeping with this policy.

The Ridgefield Library cannot assume responsibility for the content, accuracy, completeness, or nature of information found on the Internet, or be responsible for the use of the Internet by its patrons.

Printing is permitted from the computers at a cost established by the Library.

Internet Access in the Children's Room: There are dedicated computer terminals in the Children's Room that provide filtered access to the Internet. These computers are principally for the use of minors and their accompanying parent, guardian, or other adult caregiver. The Library cannot guarantee that any filtering system will actually prevent total access to all material that might be considered objectionable or inappropriate for minors. As with other Library materials, a child's use of the Internet is solely the responsibility of the child's parent or guardian. Parents are encouraged to provide guidance and explore the Internet with their children.

Internet Access in Other Areas: The Library's other Internet workstations are in areas shared by patrons of all ages. These computers are not filtered. Therefore, all patrons should refrain from accessing potentially objectionable or offensive information or images. This applies as well to patrons who are accessing the Internet on their own laptop computers or other devices.

Use of the Library's wireless network is governed by the same policies applying to its public access computer workstations. We recommend that you keep your operating system updated, maintain virus protection, and disable file and print sharing where applicable.

Library staff cannot assist in making changes to users' network settings or troubleshooting the user's own hardware or software.

Internet and workstation use must comply with the [Appropriate Library Use Policy](). In addition, certain other principles apply to the use of the Library's computer workstations:

• They should not be used for illegal purposes as proscribed by local, state and Federal laws.

• They should not be used to harass, threaten, or libel others.

• Only Library-provided software may be used on the Library's computers.   Users may not remove, alter or damage hardware, software or data on the Library's computers or network.

• Users must comply with U.S. Copyright law and other applicable legal principles.

• It is the Library's policy to protect users' confidentiality.   Library users can access the [Ridgefield Library Privacy & Confidentiality of Library Records Policy here](#).

The Library reserves the right to terminate an Internet session, restrict access or bandwidth at any time.   Internet privileges will be suspended if the use or behavior at an Internet workstation is not in keeping with this policy.

This policy was drafted and approved by the Ridgefield Library Board of Directors on December 14, 2020. It is the intention of this Board that this policy will be reviewed every two years, or as necessary due to changes in staffing, circumstance, or other reason.