Thomas Memorial Library
Policy Manual
Use Policy

(Highlights in <mark>yellow</mark> are areas that are addressed in detail in the new policies. Strikethroughs are outdated and no longer included.)

As a public library, the Thomas Memorial Library's primary responsibility is to serve the general public. During prescribed hours, the Thomas Memorial Library will be open, and its books and services will be available to the public. People of all ages are welcome in the library for any period of time provided they follow the library's rules of conduct (see below). Use of the library shall not be denied to any person for racial, religious, economic, or political reasons. However, use of the library may be denied to any person who, in the judgment of the Library Director and Trustees, habitually fails to return books on time, or to pay fines due, damages books or library property, or causes undue disturbance to other patrons. ~~Requests for services by groups or individuals that interfere with or curtail service to the general public will be deemed excessive and may be limited at the discretion of library staff.~~

Use of the Library by Minors

The Thomas Memorial Library, in accordance with the Library Bill of Rights, does not restrict the access of minors to any library materials. The responsibility for the safety and behavior of children visiting the library rests with the parent, guardian, or assigned chaperone, not with the library staff. Children under the age of six must be accompanied by an adult at all times. In the interest of safety, parents or guardians must pick up children under the age of sixteen by the close of the library's business day. Children left on library property at closing will be brought to the attention of the Cape Elizabeth Police Department.

Use of the Library By Groups

~~In fulfillment of its mission, the Thomas Memorial Library welcomes the opportunity to educate the public on better use of the library facility. Toward this end, the Thomas Memorial Library will seek to accommodate visits by organized groups (e.g., schools, clubs, organizations). The library requires groups to schedule in advance appropriate times for visits. In order to avoid excessive service demands, individual group members may not register as patrons or check out materials during group visits.~~

Rules of Conduct

Library users are expected to conduct themselves in a courteous manner, not interfering in programming, the use or enjoyment of the library by others, or the library staff.

Cell phone ringers shall be on mute or vibrate in the library and no phone zones shall be established by the Director.

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Any state and local law or ordinance will be observed while on library grounds. No soliciting, unless permitted by the Board of Trustees, will be allowed.

Those failing to adhere these rules will be asked to leave.

PUBLIC ACCESS COMPUTERS

Patrons are welcome to use computers but will be mindful of extended use if there are others waiting.

No more than two people can use a workstation at one time.

Any behavior or use of the computers that disturbs others will not be tolerated, such as loud music from a web site, or any other behavior that is offensive to other library users.

Federal and State communication laws must be observed.

Users may not write to the hard drive or in any other way change the system configurations. The Library's software may not be copied for personal use; doing so is a violation of copyright laws and the Library's licensing agreement with the software suppliers.

~~Users may print only one (1) copy of any item, and then use the photocopier to make duplicates at ten (15) cents per Page.~~ (This is a procedure, not a policy.)

Library computer privileges will be suspended as a result of any inappropriate use of the library's computers.

It is not the purview of the library staff to provide extensive training on the computer; ~~manuals are available for patron use.~~

Thomas Memorial Library
Policy Manual
Electronic Information, Services, and Network Access Policy

(Highlights in <mark>yellow</mark> are areas that are addressed in detail in the new policies. Strikethroughs are outdated and no longer included.)

This electronic access policy governs the use of the library's computer workstations and all that can be accessed through them, including the Internet, for educational and recreational use compatible with the library's mission. In order to offer this limited service in a consistent and equal manner to patrons, regardless of age, while protecting the interests of all users, the following guidelines have been established.

ACCESS

TML provides access to electronic resources throughout the library for use by all patrons <mark>regardless of age</mark> (the new Computer Use and Internet Policy designates certain computer for use by specific age groups.) In accordance with Federal Law, all of our internet enabled computers as well as our wireless network are equipped with a filtering solution to direct children and young adults to sites appropriate for their use and to limit access to inappropriate matter. Adults (over 17 years old) may lawfully request that their sessions be unblocked.

CAVEAT

<mark>The Internet is an unmoderated medium, produced by a diverse society. Our library staff is unable to control or censor the material that is available to our patrons. Users of our computers do so with an understanding that they may find some web sites objectionable. When doing research on the Internet, patrons should be aware that information might be dated, incomplete, or inaccurate. Consequently, the library advises researchers that all sources of information should be checked. Despite the use of filters in the library, the Internet remains unregulated. Filters are not perfect. They may restrict access to appropriate web sites, and may also allow access to inappropriate ones.</mark>   Therefore, parents should supervise their children's use of the electronic media as they would any other library resource. ~~Parents and children are encouraged to read and discuss with each other the material contained within the pamphlets Child Safety on the Information Highway and Teen Safety on the Information Highway. Copies of these brochures are available at our Reference Desks.~~

STAFF ASSISTANCE

<mark>In order to assist patrons, the library staff has familiarized themselves with the use of electronic information, services and networks. They will, time allowing; attempt to assist any patron requesting assistance. Due to the vastness and ever-changing nature of electronic resources, however, patrons should recognize that the assistance provided to any individual would be limited.</mark>

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USER INFORMATION

While the privacy of patron circulation information can be safeguarded by the Thomas Memorial Library, technological limitations make it impossible for the library or its staff to guarantee the privacy of any patron's use of the Internet. Consequently, every workstation user must respect the privacy of others by not representing themselves as another and by not attempting to modify or gain access to files belonging to another.

The library maintains the confidentiality of information relating to patrons' use of its resources, in accordance with Maine statutes. Parents should supervise their children to assure that no unauthorized disclosures of personal information are communicated.

A maximum of two people at a time may use our workstations. Parties with special needs who must have another person with them must see the librarian on duty for a relaxation of the two-person rule.

TIME

Patrons may sign up to use a workstation for one 30-minute period at our Reference Desks. Provided no one else is waiting to use a workstation, patrons may sign up to work for one additional 30 minute period only, after which time they will be asked to cease working or move to a different workstation. Reservations may not be "booked" in advance, but patrons may call ahead to check on the availability of our machines.

Workstations will be available for patron use during normal library hours.

LIMITS ON USE OF THE TECHNOLOGY

Due to space limitations, no information may be saved to a workstation's hard drive. ~~Files or documents accessed through library workstations may only be saved to a formatted diskette purchased at our Reference Desks to reduce the risk of computer viruses migrating to library machines.~~

~~Personal E-mail accounts are not available. Computers in the children's library may not be used for email, chat, or other direct communication.~~

Users are expected to respect the rights of other patrons and to comply with laws, including laws governing copyrights, privacy, and the security of computer systems and networks.

COSTS

~~Electronic resource users will not access fee-for-service information providers using library accounts. Any costs accrued by accessing prohibited resources will be borne by the patron who signed up to use the workstation assessed such fees.~~

~~A printing fee of fifteen cents per page will be assessed.~~ (This is a procedure, not a policy.)

ACCESS RESPONSIBILITIES

Access to the Internet is a service offered by the Thomas Memorial Library. Use of the system implies an understanding and acceptance of this policy. The library may suspend or terminate patron access to the Internet due to abuse of any of the user guidelines. Damage to equipment, software, databases, or other library property is unacceptable and will result in legal action. Suspension of privileges to access technology at the library will be handled in the following manner:

First Offense - Two week suspension
Second Offense - Four week suspension
Third Offense - One year suspension