

TOPSFIELD TOWN LIBRARY

POLICY FOR PUBLIC USE OF PERSONAL LAPTOP COMPUTERS

The Topsfield Town Library has made available four stations for patrons to connect to the Internet with their personal laptop computers. This service is one that the library believes improves patrons facilitating information and research. Since all patrons share the library's internet connection, certain uses are restricted due to the potential impact to all internet users.

By signing below, the patron agrees to comply with all aspects of the Topsfield Town Library's *Policy For Public Use of Personal Laptop Computers* and the *Policy for Public Use of the Internet*. If a patron does not comply with these policies, internet privileges will be denied by the Library Director.

- The Topsfield Town Library is not responsible for the care and condition of any individual laptop computer.
- Four ports are available for internet access after signing this Policy as well as the *Policy for Public Use of the Internet* and proper check-in with staff in the Reference Department.
- It is the laptop owner's responsibility to know how to operate and set up his/her personal computer to use in the library. The library only supplies a live internet port, internet cable, desk and electrical outlet.
- NO downloading is allowed of programs, movies, music, games or any such activities. The system will indicate such activities immediately to the reference staff and internet service will be stopped to that port immediately.
- The library reminds laptop patrons that their personal computer is being used in a public setting and not all material viewed is appropriate for others, especially minors. Patrons are required to comply with the library's *Policy for Public Use of the Internet* or the Library Director will deny internet privileges.

_____ Yes I have a signed *Policy for Public Use of the Internet* on file.

_____ No I need to sign a *Policy for Public Use of the Internet* to be on file.

I agree and will comply with this Policy.

Name: _____

Address: _____

Signature: _____ (Parent/Guardian if under age 18)

Approved 11-9-05