

TECHNOLOGY POLICY

THE GLOUCESTER LYCEUM AND SAWYER FREE LIBRARY

The Gloucester Lyceum and Sawyer Free Library provides free access to technology as a service for the community. The Gloucester Lyceum and Sawyer Free Library is guided by the American Library Association's statements on access to information contained in the [Library Bill of Rights](#) and the [Freedom to Read Statement](#).

The Technology Policy is designed to ensure and protect our users' access to information in a safe and friendly environment. Any questions or concerns about this policy or an appeal for reconsideration of a denial of use of any technology should be directed to the Library Director or his/her designee.

Wired Devices

- The library has public computer workstations in the following locations:
 - Workstations in the adult section are intended for long-term use by visitors age 12 and over.
 - Express workstations in the adult section are intended for short-term use by visitors age 12 and over.
 - Workstations in the children's section are for use by anyone under age 12. For those 12 and over, arrangements for use can be made through staff, e.g. accompanying adults, educators, etc.
- Users must sign on to a computer workstation using their NOBLE library card.
- Users without a library card may ask for a guest pass at any public service desk.
- Workstation sessions for public Internet access are for 60 minutes and users are limited to two sessions per day. Staff may extend a session at their discretion.
- Workstation sessions for computers with specialized software will have time limits set by the Director, as appropriate for their use.
- Express workstation sessions are for 30 minutes and users are limited to one session per day. Staff may extend a session at their discretion.
- The Library's public computers do not provide permanent storage for digital material.
- The library's computers automatically log out 10 minutes before the library closes.
 - No exceptions can be made.
 - Users are advised to save their work to removable media, email, or the cloud well before that time.
 - For assistance with this please see a staff member.
- The Library cannot guarantee the security or privacy of data transmitted through a public internet network. The Library accepts no responsibility for damage from identity theft of personal information and loss of data. While firewall and other security measures are in place, they do not guarantee protection from cybersecurity attacks or consequences from failing to follow appropriate internet safety practices.

- Users regardless of age have unrestricted access to the Internet.
 - Children eight and under are encouraged to use the library Internet with an adult.
 - Restricted access is the responsibility of parents, guardians, or care providers, not library staff.
 - The Sawyer Free Library Children’s [website](#) provides links to useful sites on Internet usage, safety, and content. Our staff can assist in search strategies and website evaluation.

Wireless Access

- The Sawyer Free Library is a free wireless internet (Wi-Fi) “hotspot.”
- Users are reminded that the library’s wireless access is a public unencrypted network and the Library cannot guarantee the security of any data transmitted. Wireless users may want to consider using a VPN connection and/or only send sensitive information on websites that offer encryption. The library is not responsible for any incidents of loss or theft.

Mobile Devices

- The library has a limited number of circulating eReaders, tablets, laptops and Wi-Fi hotspots for public use.
- Hotspots are available to cardholders 17 years of age and older for one week borrowing periods.
- Mobile devices must be checked back in and cannot be checked out by the same cardholder for 24 hours. If additional mobile devices are available, cardholders in good standing may borrow another mobile device.
- Cardholders seeking to borrow mobile devices, other than for in-library use, must have a verifiable email address and phone number on file.
- New cardholders are subject to a three-month waiting period before they are allowed to borrow mobile devices, other than those for in-library use.
- Mobile devices that are not returned on time may be deactivated remotely after a reasonable attempt has been made to contact the cardholder to return.
- If mobile devices are late, have accrued fines, have been remotely deactivated, or the cardholder has unpaid technology fines, the cardholder will need to restore their account to good standing before borrowing another device.
- A minimum 24-hour turnover will apply to cardholders who return a mobile device that has accrued a fine or is past due.
- Fines for late or lost device will not be forgiven.
- Staff are available to answer questions and do basic troubleshooting on mobile devices at service desks. Cardholders who require set-up assistance must book a separate appointment.

Microfilm Readers

- A microfilm reader is available in the Local History section.

Other Technology

- The library has a photocopier/scanner for public use. Users are entitled to up to ten free pages of black and white photocopies per day while there is no charge for scanning.
- The photocopier/scanner only scans to a USB flash drive or to email. The library provides USB flash drives for visitors who do not have their own.

When using any library technology, the following is not allowed:

- Violating federal, state, or local laws, including but not limited to laws involving copyright, harassment, or cyber-bullying, “spamming”, illegal duplication or downloading of copyrighted materials, or unauthorized access into other systems.
- Displaying images, video or text that is obscene, pornographic, or perceived by staff as harmful to minors.
- Engaging in any activity that is disruptive for other library users or staff.
- Engaging in any activity causing damage to library equipment.
- Communicating in a way that could be harmful or threatening to others.
- Behaving in ways that violate others’ privacy.
- Disrupting library equipment or services or software programs.
- Attempting to install unauthorized applications.
- Deliberately damaging equipment and furniture.
- Consuming beverages in uncovered containers and food.
- Showing copyrighted material without proper license unless it comes under “Fair Use.” The user is liable for any copyright infringement.
- Engaging in these behaviors may result in the loss of library privileges or other penalties.

Amendments approved by the Board of Trustees September 28, 2021; March 22, 2022; September 27, 2022 and July 25, 2023.