
Technology Policy

Approved By: Aldrich Public Library Board of Trustees

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Introduction

The Library strives to offer our community access to emerging technologies to inspire interest in creation and collaboration. This policy establishes how Library staff will manage that technology, and how the public can and should interact with that technology.

Acceptable Use of Computers & Network Connections

Libraries have a responsibility to foster the free flow of ideas and information. In alignment with our mission to support research, education, and access to information, the Aldrich Public Library provides access to computers and network connections for use by members of the public.

The Library makes available several types of computers including:

- Public-access terminals for all library users to access the library catalog and other websites available on the internet
- Terminals with specialized software for all library users to perform specific tasks such as viewing microfilm or using GIS software
- Wireless internet connection for users to connect to the internet on their own devices

This policy governs use of these computers and network and Internet connections, and it applies to all users.

User Responsibilities

Although library computers and network connections provide access to the Internet, the APL is not responsible for nor do they necessarily endorse Internet content, including content that may be controversial or offensive. Users are responsible for the information they access or distribute.

While using a library computer or network connection, the user agrees to follow all federal, state, and local laws.

It is the parents'/guardians' responsibility—and not the responsibility of library workers—to monitor their own minor children's use of library computers and the Internet.

Specified Unacceptable Uses

Computing resources may only be used for legal purposes by the public and staff in accordance with the ethical standards of the Aldrich Public Library. Examples of unacceptable use include, but are not limited to the following:

Uses that harm other library users: access, display, or printing of pornographic, obscene, or violent material; playing music or sound at a volume that disturbs library patrons or activities; high-volume activities that negatively impact network speed.

Uses that violate the law: transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading illegal materials; downloading or transmitting confidential, trade secret information, or copyrighted materials.

Uses that cause harm or damage to property: uploading or downloading any harmful programming (e.g. viruses); participating in hacking activities; or any form of unauthorized access to other computers, networks, or information systems.

Uses that jeopardize the security of access of the computer network or other networks on the Internet: disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the Library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.

Privacy

The Library is committed to protecting patron privacy, in accordance with the library's Patron Services policy.

Policy Enforcement and Review

User violations of this policy may result in suspension or termination of access to the library building and services. Users may appeal these decisions to the Library Director.

3D Printing Policy

The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a digital computer file design.

1. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses threat to the well-being of others.
 - c. In violation of intellectual property rights (copyright, patent or trademark).
 - d. Obscene or otherwise inappropriate for the Library environment.
2. The Library reserves the right to refuse any 3D print request.
3. There is a nominal per object charge and a charge per gram of filament used to cover maintenance and materials costs. Users will not be charged in cases of mechanical failure, and refunds will be granted at the discretion of the staff supervising the project.
4. Only designated staff and volunteers will have hands-on access to the 3D printer.

Social Media Policy

The Aldrich Public Library uses social media to promote library programs, services, collections, events, and community engagement in support of the library's mission.

For purposes of this policy, social media includes any website, events calendar, application, or online platform maintained by the library that allows users to share or receive information.

Library social media content is created and managed by authorized staff. The library encourages respectful and constructive interaction on its social media platforms.

This policy works in conjunction with the library's Meeting Room Policy. The library is only obligated to promote library-hosted or library-sponsored programs and events on its social media platforms. Organizations or individuals using library meeting spaces for non-library-sponsored events are responsible for promoting their own events and activities. Permission to use library meeting spaces, or the promotion of an event held at the library, does not constitute endorsement by the Aldrich Public Library, its staff, or trustees of the viewpoints, policies, or activities of any group or organization.

The library does not collect or maintain personal information from third-party social media platforms except as necessary to communicate with users through those services. Users should be aware that third-party platforms maintain their own privacy policies and terms of service.

Comments and public interaction are welcome; however, the library reserves the right to remove comments or restrict participation that includes:

- Harassment, threats, bullying, or personal attacks
- Obscene, profane, or sexually explicit content
- Discriminatory or hateful content
- Spam, commercial solicitations, or unrelated promotional material

- False or misleading information knowingly presented as fact
- Illegal activity or content encouraging illegal activity
- Private or confidential information shared without consent
- Copyrighted material posted without permission
- Content unrelated to library services, programs, or discussions
- Photos, videos, or other media that violate this policy

The library reserves the right to block users who repeatedly violate these guidelines.

The library may post photographs or videos from library events and activities for promotional purposes. Photographs or videos of individuals under the age of 18 will not be posted without parental or guardian permission.

Comments and opinions posted by members of the public do not reflect the views of the Aldrich Public Library, its staff, or trustees.

The library reserves the right to modify or discontinue its social media services at any time.