

Town of Lamoine
Policy on Publicly Available Computer At Town Hall
April 24, 2003

I. Computer Available for Public Use

- a. Whereas the Lamoine Volunteer Fire Department has donated a computer to the town hall, it shall be made available in the meeting room area for public access.
- b. Any member of the public may examine the contents of the computer. Members of town boards are encouraged to utilize the computer for reference before and during board meetings.

II. Contents To Be Maintained

- a. The public use computer shall contain public information, including, but not limited to:
 - i. Town Ordinances
 - ii. Tax Records in database form
 - iii. Voter information
 - iv. State Statutes
 - v. Building Permit Information
 - vi. Town Policies
 - vii. Approved Minutes of Board Meetings
- b. The records on the computer shall be maintained, added to and updated by the Administrative Assistant to the Board of Selectmen as time allows.
- c. Records that contain personal, private information of Lamoine residents shall not be included in the records on the computer available for public use.

III. Internet Access

- a. Because the town pays for Internet access on a timed billing cycle, the public use computer will not be attached by telephone modem to any ISP.

IV. Town Hall Network Access

- a. Because of the potential for damage to other computers at the town hall and for preservation of the integrity of the programs and data on the other town hall computers, the public use computer will not be attached to the town hall network.

V. Accessible Hours

- a. The public use computer shall be available to the public during those hours that the town hall is open. Town office staff may assist those attempting to use the computer as time permits.
- b. During non-business hours, but at times when town boards may be meeting, appointed and elected personnel may have access to the

computer. Members of the general public may also access the computer so long as it is not disruptive to the meeting.

VI. Printing Hard Copy

- a. A printer shall be attached to the computer. The public may print copies of files at a cost of 25-cents (\$0.25) per page to defray the cost of paper and ink.
- b. Town Hall staff may assist the public with printing procedures.

VII. Excessive Use

- a. Town Hall staff has a right to limit use of the public computer to that which is reasonable. In the event that two parties wish to access the computer simultaneously, each shall be limited to 15-minutes of use at one sitting. At no time shall any member of the public utilize the computer when the town hall is not open and staffed.

VIII. Programming Additions

- a. No member of the public shall introduce software to the general public computer. Only town hall staff may install or delete software.
- b. The software installed is protected by copyright laws and may not be copied by anyone.

IX. General Maintenance

- a. Generally, the computer will be shut off. When the general public utilizes it, they have the right to turn on the power button, and “boot” the computer up. Town Hall staff shall be responsible for properly turning off the computer.
- b. No food or drink shall be permitted at the workstation where the computer is located.
- c. In the event of a malfunction, town office staff should be notified immediately so the software or hardware problems can be corrected.

X. Information Contents

- a. The information stored on the computer is considered the official copy of the Town of Lamoine. From time to time updates may occur. Town Office staff will show diligence to attempt to keep the information current. In the event of questionable information, staff will verify that the file is current to the best of their knowledge.

XI. Approval Date & Signature

- a. This policy is approved effective April 24, 2003.

Signed,

Thomas Spruce

S. Josephine Cooper

Glenn Crawford

The Lamoine Board of Selectmen