Computer and Internet Policy

Computer Use Policy

To use a public computer, users may reserve a time slot in advance, either by phone or in person. Patrons without a reservation may use public computers if not reserved by other patrons.

The Library limits individual users to a single one-hour session per day. Time may be extended upon request if no other patrons have requested use of the computer.

The Library reserves the right to limit the number of people at individual computers.

Patrons may not utilize system resources (for example, bandwidth) to the extent that use affects other people's ability to use these same resources.

Headphones must be used when listening to sound.

Children age 12 and under require the permission and supervision of a parent or legal guardian while using the library computers.

Printing charge per page - $.20 for each black and white page. Color printing is not available on the public printer. Staff may print files emailed to them in color on the staff printer for $1.00 per color page. Staff cannot accept files on a USB flash drive.

Use of any computer is for lawful purposes only.

Users assume all associated risks and agree to hold harmless the Library and its employees for any personal information (e.g., credit card) that is compromised, or for any damage caused to users' files, hardware, or software due to electric surges, security issues, or consequences caused by viruses or hacking.

Users may not:
- Engage in any activity that is harassing, deliberately offensive or creates an intimidating or hostile environment.

- Invade the privacy of others.
- Violate copyright or software licensing agreements.
- Gain unauthorized access to any computer, information, or communications devices or resources.
- Damage, alter, or degrade computer equipment, peripherals, software of configurations.
- Install software applications

Internet Policy and Internet Use Guidelines

The Library is committed to ensuring access to information through technology. Access to digital information is fundamental for supporting continuous lifelong learning. Recognizing its role to provide access to electronic information, the Library offers public access to the Internet.

Choosing and Evaluating Sources
The Internet offers access to many valuable local, national, and international sources of information. The content of the Internet is not managed or governed by any entity, therefore users may encounter materials that may be inaccurate, incomplete, dated, or offensive to some individuals. Library users are encouraged to exercise critical judgment when accessing Internet sites.

Filtering
The Library does not monitor or control information accessible through the Internet and is not responsible for its content. The Library does not assume responsibility for protecting Internet users from material they might find obscene, offensive, or objectionable.

The Library complies with all federal, state, and municipal laws governing the use of computers in libraries, including the guidelines established by the Children's Internet Protection Act (CIPA). As required by CIPA, in order to remain eligible for certain federal funding, the Library has implemented commercial filtering software on all of its Internet-accessible computer terminals and wireless network. Users should be aware, however, that all currently available filtering software results in a degree of both "under-blocking" (i.e., permitting access to certain material that falls within the foregoing categories) and "over-blocking" (i.e., denying access to certain constitutionally protected material that does not fall within the foregoing categories). The Library cannot and does not guarantee that the filtering software will block all obscenity, pornography, or materials that are harmful to minors. Nor can the Library guarantee that the filtering software will allow access to all sites that may have legitimate research or other value.

Access by Minors
Parents or legal guardians, not Library staff, must assume responsibility for deciding which Library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. The Library has created web pages for children and young adults, which provide content and links to other websites that parents or legal guardians may find appropriate for their children.

To address the issue of the safety and security of minors using all forms of direct electronic communication, the Library urges minors to keep in mind the following safety guidelines:
- Never give out identifying information such as home address, school name, or telephone number.
- Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed.

- Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
- Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.
- Have parents or guardians report an incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.
- Remember that people online may not be who they say they are.
- Remember that everything one reads may not be true.

Rules Governing Use

The public must comply with all applicable federal, state, and local laws, including laws governing the transmission and dissemination of information while accessing the Internet, and with all Library policies and procedures.

Users may not:
- View, print, display, send, or receive images, text or graphics of obscene materials, or material that violates laws relating to child pornography.
- Distribute unsolicited advertising.
- Engage in any activity that is harassing, deliberately offensive, or creates an intimidating or hostile environment.
- Invade the privacy of others.
- Violate copyright or software licensing agreements.

Public Users' Security

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, the Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

Compliance

Those failing to comply with the Internet rules will be given a copy of the *Internet Use Guidelines* and asked to comply immediately. Those failing to comply will be asked to leave the library facility, which may lead to revocation of library and/or Internet privileges for a period of 1-6 months. If violators do not leave, the police will be called and the library will file trespassing charges.

Appeal Process

Persons banned from the library and/or the Internet may appeal this ban by sending a written request to the Library Director explaining the circumstances and requesting a review of the ban. The Library Director shall respond within ten days of such a request with a written decision.

Guidelines on Access to Information

The Library is guided by the following American Library Association statements on access to information:
- The Library Bill of Rights
- Freedom to Read Statement

Wireless Policy

The Library provides free wireless Internet access for users with portable devices capable of receiving wireless signals. These access points will allow users to access the Internet from their devices when sitting within range of the access points.

As with most public wireless "hot spots," the Library's wireless connection is not secure. Any information being sent or received could potentially be intercepted by another wireless user. Users should not transmit their credit card information, passwords, or any other sensitive personal information while using any wireless "hot spot."

Users assume all associated risks and agree to hold harmless the Library and its employees for any personal information (e.g., credit card) that is compromised, or for any damage caused to users' hardware or software due to electric surges, security issues, or consequences caused by viruses or hacking.

All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices.

Library staff are not responsible for any changes users make to their device settings and cannot guarantee that a user's hardware will work with the Library's wireless connection.

All users are expected to use the Library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Users should not violate federal, New York, or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

Printers are not available via the wireless connection. If users need to print, they should wait to print a document on a home printer or save their work to a portable storage device or email files to themselves, then log into a wired library workstation and send documents to the public printer.