

## **COMPUTER AND INTERNET USE POLICY ELLENVILLE PUBLIC LIBRARY & MUSEUM**

**July 11, 2000  
Amended Oct. 15, 2001  
Amended Nov.25, 2002  
Amended Dec. 19, 2005  
Amended June 16, 2008  
Amended Nov. 17, 2008  
Amended March 15, 2010  
Amended Apr 20, 2015**

The Ellenville Public Library & Museum is pleased to provide Internet access to our patrons. Some of our computers are also loaded with standard office application software such as Microsoft Word, Access, Excel, and PowerPoint and educational games for children. The library may establish policies limiting particular online activities (such as games and e-mail) in order to increase access for research and other Internet uses and to minimize disruptive or unsafe behavior. When you use a computer in the library, you are agreeing to the Library's Computer and Internet Use Policy as follows:

**NATURE OF THE INTERNET:** The Internet offers a wide variety of materials on all topics from many points of view. While its resources may be valuable, they also may be outdated, inaccurate and illegal, and even offensive to some individuals. The Ellenville Public Library & Museum does not monitor or control Internet resources and content. We therefore assume no responsibility for the quality, accuracy or timeliness of any information obtained from the Internet. Internet use is a privilege, not a right.

**STAFF ASSISTANCE:** The library staff provides very limited assistance for Internet use. Public use will be self-service although staff will be available to help users with basic access as time permits. Library staff cannot provide in-depth training concerning the Internet or personal computer use. There are tutorials available on the Gates computers for some applications. The library also has computer manuals that may be of use. Please notify staff immediately if there is a problem with equipment or software.

**ACCESS TO COMPUTERS:** Internet terminals are available to in-house library users during normal business hours beginning at opening and users must be finished one half hour before closing. Terminals will be turned off one half hour before closing. Staff will assign computers. There should be no more than two individuals at a terminal at a time. Children age 7 and under must be supervised by an adult when on a computer. All who use the library's Internet service are required to first read and agree to abide by the Computer and Internet Use policies by signing a registration and user agreement form. For Internet use patrons under the age of 18 must have a user agreement form signed by a parent/guardian on file at the library. This form must be signed at the library. To use the Internet children under the age of 10 must be accompanied and monitored by a parent or a responsible adult designated by the parent. The library reserves the right to limit access in order to provide classes for patrons, input software programs, or for general computer maintenance/problems)

**TIME LIMITS:** Computer terminals are available on a first-come, first-serve basis. Sign-up sheets will be available at the circulation desk. Reservations will be held for 5 minutes and a patron can use his/her remaining scheduled time slot. The reserved time slot will be forfeited if the patron is not present after 5 minutes into the reserved time slot. If someone is waiting to use a terminal, we do limit use to 30 minutes. This time restriction may be waived for special circumstances (e.g. school reports, school presentations). Internet users who must give up a terminal after the time limit may get back on when one becomes available again. Internet terminals may not be reserved ahead of time.

**PRINTING:** Internet terminals are on-line with a printer for patron use. The cost to print is \$.25 per page, payable at the circulation desk. Those wanting to print documents should use the print preview first in order to print only the pages desired, rather than several unwanted pages. Patrons are liable for ALL PAGES PRINTED.

**DOWNLOADING:** Patrons may download to a formatted disk, but may use only disks purchased at the circulation desk for \$.50 a disk. Disks may not be taken from the library and brought in again for use. The library will hold a patron disk for continued in-library use. Patrons may also download to flash drives. They may use their personal flash drives or purchase one at the library for \$7. Library software may not be downloaded for home use. This is a violation of copyright. Patrons must adhere to copyright laws and licensing agreements of resources obtained via the computer.

**ELECTRONIC COMMUNICATION:** The library does not offer electronic e-mail accounts. However, the use of web-based e-mail (YAHOO, Hotmail, etc.) or other Internet provider e-mail is allowed. Patrons may not use chat rooms and instant messaging. Parents of minor children should be aware and make their children aware that they should not give out ANY PERSONAL INFORMATION TO STRANGERS IN E-MAILS. MINORS SHOULD TELL THEIR PARENTS AND LIBRARY STAFF ABOUT ANY COMPUTER ACTIVITY THAT MAKES THEM UNCOMFORTABLE.

**ETHICAL USE:** Library computers may not be used for illegal or unacceptable purposes. This includes, but is not limited to:

- harassment of other users, libeling or slandering other users,
- destruction of or damage to equipment, software or data belonging to the library or other users,
- disruption or unauthorized monitoring of electronic communications,
- unauthorized entry to local and remote computer systems ("hacking"),
- unauthorized copying of copyright-protected material,
- transmission of chain letters or any form of junk mail,
- transmission of obscene or threatening materials,
- transmission of computer viruses or worms
- or viewing content that is not protected by the First Amendment of the U.S. Constitution (i.e. obscenity or child pornography)
- or displaying this illegal content (or if a minor viewing materials defined as "harmful to juveniles" in violation of federal, state or local laws)

**INTERNET ACCESS POLICY:** It is the policy of Ellenville Public Library & Museum to provide resources including Internet access equally to all library users. The library in general does not censor access to materials or protect users from potentially offensive information. Parents/guardians, not library staff, are responsible for Internet information selected and accessed by their children. Parents are advised to supervise their children's Internet sessions. Children under 10 must be accompanied by an adult to use the Internet. Only parents or guardians of minor children may register them for Internet use. Visiting minor children will be considered on a case-by-case basis. Parents of minor children should be aware the library is a public building and library staff cannot monitor individual Internet use. The library does not act in loco parentis.

PLEASE NOTE THAT THERE IS CONTENT ON THE INTERNET THAT IS INAPPROPRIATE FOR CHILDREN AND CONTENT THAT CAN LEGALLY BE DEFINED AS OBSCENE OR "HARMFUL TO MINORS". MINORS FOUND TO BE CONTINUALLY ACCESSING SUCH ILLEGAL CONTENT WILL HAVE THEIR INTERNET PRIVILEGES REVOKED. ANYONE DISPLAYING SUCH CONTENT TO MINORS WILL HAVE THEIR INTERNET PRIVILEGES REVOKED. Minors should report to the staff anyone exposing them to such content. We encourage parents to read "Child Safety on the Information Highway," and "Teen Safety on the Information Highway," free brochures available at the Main Desk or at [www.safekids.com](http://www.safekids.com) and [www.safeteens.com](http://www.safeteens.com).

**NEUTRAL ENVIRONMENT:** In light of the above statements, Ellenville Public Library & Museum still assumes the responsibility for maintaining a neutral environment in the public service area. Be aware that terminals are in public locations shared by library users of all ages, backgrounds, and values and can be readily viewed by other patrons in the library. The library recognizes that although certain material may not be offensive to some, the staff does reserve the right to require that a patron exit a site that displays material that may be deemed offensive or obscene to other library users.

The library staff reserves the right to suspend and/or revoke permanently an individual's computer privileges should any staff member discover that individual using public access computers for purposes other than outlined herein.

When using computers or printers any patron who deliberately or inadvertently:

- saves documents, pictures and/or downloads to any hard drive
- leaves print outs in an area where they may be picked up
- requests the assistance of library personnel in retrieving, downloading and/or editing information documents

has, in fact, voluntarily relinquished his/her right to privacy. Should any of the above materials be considered inappropriate or threatening by library personnel and/or patrons, the Library will take the appropriate action. This action will include, but not be limited to suspension or revocation of privileges and/or contact with the proper authorities.

Incident reports will be kept on file for users who exhibit inappropriate behavior.

Additionally we require that the following rules be adhered to:

- Do not attempt to use the computer if you have no knowledge of how to use it without first advising a staff member so that appropriate instructions in the use of computers can be given.
- Patrons are advised to return the computer to the desktop at the end of their sessions.
- Do not turn computers on or off. If this is required, please ask a staff member for help.
- Computers may not be altered for any purpose, nor may other programs be accessed or personal software be used in conjunction with the library's hardware.

Please note that due to the emerging nature of these services, policies are subject to change without notice and at the library's discretion.

**Addendum:**

The staff reserves the right to enforce time limits on the public access computers. There will be a one-hour waiting period before using the computers again.

Approved by the Board of Trustees  
December 19, 2005