

RIVERHEAD FREE LIBRARY GENERAL POLICIES MANUAL

SUBJECT: COMPUTER USE / INTERNET USE

PURPOSE: To inform patrons of the Library's computer use policy

POLICY: The Riverhead Free Library provides access to current technologies for the benefit of its patrons. In order to maintain the best access, the computer areas must be kept free from disturbances, as listed in the Library Rules of Behavior policy. Patrons violating any Library policy while using the computers may be asked to leave, or may lose Library or computer use privileges, at the discretion of the Library Director or his/her designee.

PROCEDURE: The following rules and guidelines apply to the use of the Library's computers:

User Guidelines

Patrons who are eighteen (18) years of age or older use the Adult Computer Lab. Patrons in grades seven (7) through twelve (12), up to age seventeen (17), must use the computers in The Loft. Patrons in grade six (6) and younger must use the computers located in the Children's Room. Adult patrons accompanied by children may use the Adult Computer Lab in accordance with the procedures developed by the Library staff, or they may use computers in the Children's Room in accordance with the procedures developed by the Library staff. Patrons should use their library cards to log in to Library computers. Those without valid library cards from Suffolk County libraries may apply for single-use guest passes by showing current picture ID. Patrons are not permitted to log in to Library computers using library cards belonging to others.

Authentication

Patrons must log in to computers using the authentication software or other methods developed by the Library staff.

Time Limits

Patrons are typically limited to one (1) hour per day. Session time can be extended if computers are available, at the discretion of the Library Director or his/her designee. Daily time allotments may be increased or decreased as dictated by public demand, at the discretion of the Library Director or his/her designee. Computers will automatically log off when sessions end, and ten minutes prior to the closing of the Library.

Equipment Use

Willful and repeated misuse of computer equipment may result in the loss of computer privileges. Patrons are not permitted to change system settings, add or remove hardware, load software or save documents on Library computers. Patrons may not load paper or otherwise troubleshoot printers.

The price of printed pages is set by the Library Board of Trustees (see Fines and Fees policy).

Acceptable Use

The Library has developed the following guidelines for acceptable use. Violations of these guidelines may result in loss of computer use or other Library privileges.

Computer users may not:

- View or access pornographic or obscene material
- Perform hateful, harassing, or other harmful behavior
- Intentionally damage or interfere with others
- Perform any illegal or unethical activities
- Damage, alter, or illegally access software or components of any network or database

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Disclaimers

Computer Services staff will provide technical assistance to the extent of their abilities. Beyond this, Library staff can provide limited assistance with content or other subjective issues.

The Internet contains a highly diverse array of information and content. Library patrons use it at their own risk. Information available on the Internet is not warranted by the Library to be accurate, authoritative, factual or complete. The availability of networked information via the Library does not constitute any endorsement of that information by the Library. In an effort to assist its users, the Library provides webpage links and training to help the public in using the Internet in a safe, effective and efficient manner.

The Library is mindful of its commitment to the principles of freedom of access, but sensitive to the fact that computers are in a public location subject to view by a wide audience. Without wishing to censor access, Library staff may prohibit material that, in their judgment, is inappropriate for viewing in this public area. The Library may also use software to block or filter access to certain material. Interference with, deliberately attempting to circumvent, or tampering with the filtering and authentication software loaded on Library computers is prohibited. Parents, legal guardians, or caregivers of minor children are responsible for the children's use of the Internet in the Library. It is the responsibility of parents or legal guardians to guide their children in use of the Internet. The Library cannot guarantee that offensive material will not get past the Internet filter or that there will not be other sites to which a person might object.

Patrons choose to use Library computers with the understanding that they are responsible for appropriate use of the Internet and the computer itself. They realize that they are responsible for any damage that might occur while they are using Library equipment. They therefore hold harmless the Riverhead Free Library for the content of the material that is retrieved through the Internet, or for any actions that may occur as a result of such content retrieval.

Wireless Access

The Library provides wireless Internet (Wi-Fi) access as a free public service. Users of the Library's WiFi must comply with all guidelines in the Library's Computer Use policy, as well as with any procedures developed by Library staff.

Users are responsible for setting up their equipment to access the Riverhead Free Library's WiFi network. Library staff cannot provide technical assistance and neither the Library nor the staff will assume any responsibility for personal hardware configurations, security or changes to data files resulting from connection to the Library's WiFi network.

As with other public WiFi networks, the Library's WiFi network is not secure. Any information transmitted may potentially be intercepted by another computer user.

WiFi users must use sound-muffling headphones or mute sound to avoid disturbing others. Commercial use of the Library's wireless network is not permitted.