

**EDITH B. FORD MEMORIAL LIBRARY  
OVID, NEW YORK**

**INTERNET & COMPUTER USE POLICY AND RULES**

The Vision for Technology of the Edith B. Ford Memorial Library is to provide the patrons with free, diverse, up-to-date materials and resources including electronic technologies.

Through the Public Access Computers at the Library, including free access to the Internet, the Library is able to provide electronic resources for any who choose to use them. This allows the library to provide information for learning, reference, and entertainment well beyond the materials housed in the Library.

The Internet is a vast and unregulated information network. The Library does not monitor and has no control over information on the Internet. Not all the information is accurate, current or complete. Users are encouraged to exercise critical judgment in evaluating accessed information. The Library cannot protect users from information and images that they may find offensive or disturbing. The Library assumes responsibility only for the information provided on its web site.

1. The Public Access Computers (PACs) are provided for public use as reference and productivity tools, including Internet access.
2. All users, including Library Patrons, and visitors, must sign this document to indicate their agreement with this Internet & Computer Policy and Rules. A copy will be provided to each signer.
3. All PAC users must sign in and out using a up-to-date patron card.
4. A patron must not have a fine of \$1.00 or more or any blocks on their Edith B. Ford Memorial Library account in order to use a PAC.
5. Youth sixteen (16) and under must have a parental/guardian permission form on file before an Internet workstation can be assigned, unless they are part of a supervised class or accompanied by an adult tutor. Children seven (7) years or younger must be accompanied by a parent, guardian, or teacher if using an Internet workstation.
6. The Library staff is not required to provide any assistance above and beyond basic maintenance of the computers.
7. Please report immediately any computer or printer problems to the Library staff.
8. PAC sessions are limited to 30 minutes, longer if no one is waiting to use a computer.
9. Users are allowed only two (2) sessions per day.
10. You may schedule a particular time one day in advance; your reservation is considered canceled if you are more than 10 minutes late. You may not reserve more than one hour per week.
11. Users are not allowed to add any software or personal files to the computer hard disk, or to run software other than that provided on the system. Any files that you download from the Internet or that you need to save must be saved to your thumb drive.

12. Users should always properly exit computer applications.
13. Users are not allowed to operate at a command prompt level.
14. Users are not allowed to make **any** changes to the configuration of the system software.
15. Food and drink are not allowed in the library or near a computer.
16. There are many areas of the Internet that contain questionable or offensive material. Those using the PACs (and their parents) accept the risk that objectionable material may be accessed, and absolve the Library, staff, and volunteers of any responsibility.
17. All individuals are expected to use the Library's Internet terminals in a responsible and courteous way, consistent with the educational, informational and recreational purposes for which all Library resources are provided. Use of the Internet for activities that violate local, state or federal laws is prohibited. This includes activities such as viewing child pornography, committing fraud, hacking, libeling or threatening.
  - Library terminals may not be used to transmit threatening, harassing or abusive language and images.
  - Individuals may not invade the privacy of others by 'hovering' over them while they use the terminals. **No more than two people may use a terminal at the same time.**
  - Individuals may not misrepresent themselves as another user or attempt to modify, gain access or reveal passwords or personally identifiable information belonging to others.
  - The Library staff reserves the right to end an Internet session at any time if it is creating a disturbance.
18. Since the Library Internet terminals are located in public areas throughout the building that are shared by persons of all ages, backgrounds and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images. The Library reserves the right to require individuals to discontinue the display of information and images that cause a disruption. Repeated violation of this policy will result in the suspension of an individual's right to use the PACs, or the wireless Wi-Fi system of the Library.
19. Using the Library's PACs or the wireless Wi-Fi system of the Library for commercial use is prohibited.
20. Library users are cautioned that the Internet is not a secure medium and all transactions, files and communications are vulnerable to unauthorized access and, therefore, should be considered public. The Library will not release information on the use of electronic resources by members of the public except as required by law.

21. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. The Library expressly disclaims any liability or responsibility resulting from copyright infringement or any violation of local, state or federal laws in the use of terminals.
22. Printing of materials from computers is \$0.25 per page for black/white print; \$0.60 for color print (when available).

***Using the Library's PAC s, Internet stations, and Wi-Fi system is a privilege, not a right.***

***Violations of the above Rules and Policy will result in the loss of Internet and computer privileges.***

**SIGNATURE**

**I agree to the terms and conditions set forth in the above INTERNET & COMPUTER USE POLICY AND RULES of the Edith B. Ford Memorial Library in Ovid, NY.**

\_\_\_\_\_  
**(Print name)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Date)**

**Received by Library Staff: \_\_\_\_\_ (Staff name) on \_\_\_\_\_ (Date).**

Copies to:

Library files

Patron or Visitor