

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

INTERNET & COMPUTER USE POLICY AND RULES

Purpose

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. This allows the library to provide digital information for learning, reference, and entertainment well beyond the materials physically housed in the library.

The Internet is a decentralized network of computers whose files have been made available to anyone with Internet access. The Library is unable to assume responsibility for the quality of information accessed through the Internet.

Parents and guardians, not the Library staff or volunteers, are responsible for the information selected and/or accessed by their children under the age of sixteen. Parents/guardians are advised to supervise their children's Internet session. While the Library will make every effort to ensure the use of the Internet is consistent with its mission statement, parents/guardians are encouraged to work closely with their children in selecting sites consistent with personal and family values and boundaries. The library does have online and printed materials about the Internet.

The staff and Board of Trustees support the American Library Association's *Library Bill of Rights* and all of its interpretations, including *Access to Digital Information, Services, and Networks*. The Library supports access to information on all subjects that serve the needs or interests of each user.

<http://www.ala.org/advocacy/intfreedom/librarybill>

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessdigitalIt>

Acceptable Use

The freedom to access information is a fundamental right, but use of library equipment is a privilege. Users shall respect the rights of other computer users, library patrons, and staff in keeping with the library's Acceptable Patron Behavior Policy. This includes the use of personal devices that use the wireless capacity of the library.

1. The public computers 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 public computer users must sign in and out using an up-to-date patron card.

4. A patron must not have a fine or any blocks on their Edith B. Ford Memorial Library account in order to use a public computer.
5. Youth fifteen (15) 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.
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. Public computer sessions are limited to 60 minutes, longer if no one is waiting to use a computer.
9. 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.
10. Users should always properly exit computer applications.
11. Users are not allowed to operate at a command prompt level.
12. Users are not allowed to make **any** changes to the configuration of the system software.
13. Food and drink are not allowed at a computer station.
14. There are many areas of the Internet that contain questionable or offensive material. Those using the public computers (and their parents) accept the risk that objectionable material may be accessed, and absolve the Library, staff, and volunteers of any responsibility.
15. 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.
16. 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 public computers, or the wireless Wi-Fi system of the Library.
17. 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.

18. 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.
19. Patrons may print materials from a computer for a nominal fee.