

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

INTERNET & COMPUTER USE POLICY

Introduction

The Edith B. Ford Memorial Library is part of the Finger Lakes Library System and serves the towns of Ovid and Romulus. We choose to provide our patrons with free access to computers and an internet connection so that they may learn and thrive in the digital world.

The Library staff and trustees support the American Library Association's *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill>), and its interpretation: *Access to Digital Information, Services, and Networks* (<http://www.ala.org/advocacy/node/35>).

The Library supports Freedom of Information and does not apply any content filtering on its Internet connection. Some insecure connections are blocked automatically for security reasons only and can be selectively unblocked by request at the discretion of Library IT staff.

The Library will not release any information on the use of electronic resources by patrons except as required by law, and will not keep personally identifiable electronic records of online activity in the interest of protecting our patron's digital privacy.

Disclaimer

The Edith B. Ford Memorial Library is not responsible or liable for any content found on the Internet outside of our domain (<http://ovidlibrary.org>) and would like to remind patrons that not all information found on the Internet can be assumed accurate and not all resources present on the internet can be assumed safe or valid.

Computer & Internet Acceptable Use

- Library computers may not be used in any way that breaks state or federal laws.
 - This includes copyright infringement, illegal pornography, and purchasing of illegal products or services.
- Patrons should be considerate and avoid viewing pornography, extremely violent content, or other potentially disturbing content while using Library computers due to the family friendly environment of our Library.
 - Library staff have the final say on what is considered disturbing content.
- Patrons may not alter the configuration of Library computers in any way.
 - This includes attempting to change any BIOS settings, executing any scripts, booting from operating systems other than the one provided, or accessing the Control Panel functions.
 - This also includes simply changing user account settings such as account name, picture, or desktop wallpaper. All changes will be reset and all files stored will be deleted at the end of each day.

- Patrons 16 and under must have a parent or guardian's permission on file in order to use Library computers.
- Patrons must check out Library computers in 60 minute intervals, giving up their computer if any other patrons are waiting.
- Library staff are not required to provide any assistance above and beyond turning on and logging in to public computers.
- Free public Wi-Fi is offered "as is" with no guarantee of service.
- Printing services are available from patron desktop computers for a nominal cost.
- Any library technology may be unavailable for short periods of time due to routine updates and maintenance.

Acceptable Use Violations

If a patron violates any of the above policies, library staff may suspend patron access to public computers for the remainder of the day. Repeated violations (two or more) may result in permanent suspension from public computer and Wi-Fi access, pending a meeting with the Library Director.