

## **ALBERT WISNER PUBLIC LIBRARY INTERNET USE POLICY**

Albert Wisner Public Library makes internet-enabled computers available as part of its continuing effort to ensure that all members of the community have the right and means to free and open access to ideas and information that are fundamental to a democracy. The Library affirms its traditional role in not censoring or monitoring use of its resources regardless of format. Our internet terminals are not filtered.

### **Who is eligible?**

- You are eligible to use an internet computer if you have a valid Ramapo Catskill Library System (RCLS) library card. If you are not eligible for an RCLS card, you may request a temporary guest pass.
- Access will be by appointment in 45-minute blocks of time on a first-come, first-served basis. Additional blocks of time may be available to patrons as the schedule allows and at the Library's discretion.
- More than one patron may share a computer to work together, must abide by the Library's behavior policy, specifically in keeping their voices low so as not to disturb people working at nearby workstations.
- WiFi access is not password-protected, but does require agreement to comply with this policy.

### **Making reservations:**

- Reservations are not usually necessary for an internet computer, but may be made by telephone (845.986.1047, ext. 3), email ([warref@rcls.org](mailto:warref@rcls.org)) or in person, no more than 24 hours ahead of time.
- Patrons who are more than 10 minutes late for a reservation forfeit their time.

### **Youth policies:**

Patrons in grade 5 or under must use the internet workstations in the Children's Room. Parents/caregivers accompanying them must be aware of and help the child abide by the following policies:

- The internet terminals in the children's room are not filtered. It is the sole responsibility of the parent/guardian to monitor their child's internet use.
- Parents/guardians must be present to assist both with using the computer and with observing the library's internet policy.
  - Users will need a library card or guest pass to log on.

### **Staff assistance:**

- Library personnel are available for basic assistance. Users who desire more extensive help may schedule a specific appointment at the Help Desk.
- The Library is not responsible for the loss of a user's data due to network failure, hardware failure or software failure.

## **User responsibilities:**

- Users should allow themselves ample time at the end of their session to print or save their work.
- Copies are \$0.15 per page for black & white copies and \$0.25 per page for color copies.
- Users may not use their own software, hardware nor peripherals, except wireless devices, cell phones and personal flash drives.
- Users may not download or save files to a public computer's hard drive.
- Public computer settings and configurations may not be changed.
- For considerations of privacy and system management, the functions of ftp (file transfer) and software downloading are not available on public computers. Information, text or other programs available on the internet may be downloaded and/or printed from the internet through the Library's computers.
- As with all formats of information, patrons must respect copyright laws and licensing agreements and abide by general rules of acceptable internet conduct. Acts or behavior which may jeopardize the Library's internet account or access to resources will result in revocation of internet privileges.

The internet changes daily. Information is often unverifiable as accurate, and patrons should be aware that errors and intentional misinformation occur often on the Web. The Library is not responsible for the accuracy of information gathered on the internet.

Because of the evolving nature of these services, policies are subject to change without notice and at the Library's discretion. It is strictly prohibited to use the internet for illegal or criminal purposes. Any unauthorized use will result in immediate suspension of internet access. Users agree to comply with all federal, state and local laws and all Library policies, including those related to obscenity, pornography, sexually offensive or demeaning material, or delivery to minors of material deemed harmful to them. Violators will be prosecuted to the full extent of the law. Users understand that internet information may contain both written and pictorial information offensive to themselves or to others.

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