

New Lebanon Library

Computer/Internet Use Policy

(Adopted 12/13/2008)

(Amended 6/11/2020)

The New Lebanon Library is committed to serving the informational, educational, cultural and recreational needs of all its patrons. The Library has a responsibility to provide material and information presenting all points of view and the Library supports access to all formats of material to meet the informational needs of the community. In keeping with this mission, the Library offers access to the Internet and its resources.

Computer User Guidelines

1. Patrons wishing to use library computers must sign in on the Computer Sign Up sheet at the front desk.
2. Sessions last for ½ hour when others are waiting. If no one is waiting, staff may allow patrons to extend their sessions for longer periods of time. If no computers are available, patrons should inform Library Staff that they are waiting.
3. The Library Staff may limit individual computer use time as Library need necessitates.
4. A patron may only use one computer at a time.
5. No more than two patrons may share a computer work station.
6. Computer pages may be printed for .15cents per printed sheet.
7. Patrons may save their work on a CD or USB key-drive. Work cannot be saved on the hard © drive. USB key-drives may be purchased at the front desk for \$12.00.
8. Patrons may not make any attempt to alter, remove, or damage computer equipment or software or install any executable software on Library computers.
9. Patrons are welcome to use personal laptops and other personal computing devices in the Library. Users may connect personal equipment only to the wireless network or to ports designated for such use. Users may not unplug any Library equipment—such as extension, adaptor, or power cords must not pose a safety hazard for others.
10. Failure to abide by these guidelines may result in a loss of Library system privileges, financial responsibility for damaged equipment, banishment from Library premises, and/or criminal prosecution.

Internet Use Policy

Choosing and Evaluating Sources

The Internet is a global electronic network that offers access to many valuable sources of information. However, not all web sites are accurate, reliable, or unbiased. Users should carefully judge the authority and accuracy of the sites they visit.

Some sites may carry information that a user finds controversial or inappropriate. The Library does not monitor and has no control over the information accessed through the Internet and assumes responsibility only for the information provided on its home page.

While it discourages users from retrieving or displaying graphics that may be construed as obscene, the Library is not responsible for what is displayed on computers connected to the Internet.

Acceptable Use of the Internet

Access to and use of the Internet is a privilege. Internet access should be used in a responsible and ethical manner consistent with the educational and informational purposes for which it is provided.

The following purposeful, illegal and/or criminal activities constitute unacceptable use:

- Using library workstations for any illegal or criminal purpose that violates local, state, or federal laws;
- Viewing child pornography;
- Deliberately displaying obscene images;
- Violating copyright law or software licenses;
- Compromising the privacy of users;
- Attempting to gain unauthorized entry to the library's network or to cause degradation of system performance;
- Attempting to install, delete, or modify library software; attempting to install or run any programs that have not been installed by the library;
- Downloading software from the Internet onto library computers or onto disks;
- Moving or changing the arrangement of library computers and attached equipment;
- Damaging computer equipment or software in any way.
- Disrupting the intended use of the library Internet computers.

Children's Use of the Internet

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. While instruction is provided and help offered, staff cannot monitor individual use of the Internet. All children under the age of ten must be supervised by a parent or designated adult while using the computers.

The Library affirms the right and responsibility of parents or legal guardians to guide their children's use of all library resources, including the Internet. As is the case with all other library materials, any restriction of a child's access to the Internet is the responsibility of the child's parent or legal guardian

Public Users' Security

Because the Internet is not a secure medium, users should be aware that third parties might be able to obtain information regarding users' activities. However, the Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the library.

Library Staff Assistance

Library staff will provide basic assistance to computer users to the extent that time allows. Library staff will provide basic connectivity information for the Wireless Internet Network.

Obscene Materials

The library strives to balance the rights of users to access all types of information resources with the rights of users and staff to work in a public setting free from disruptive sounds and visuals. Users are reminded that the library's computer terminals are located in public areas that are shared with library users and staff of all ages, backgrounds and sensibilities. Individuals are expected to consider this diversity and respect the sensibilities of others when accessing potentially offensive information or images.

The deliberate display of obscene materials or images, including any attempt to print out those materials on library printers, is prohibited.

Violations

Violations of any part of this policy may result in the loss of library privileges. Persons violating the library's Internet Use policy will be notified in writing that their behavior has violated the library's policy. Recurrence of such behavior may incur penalties which may include suspension or termination of the patron's access to library computers or rescinding their library card. A patron may contest a penalty by elevating it to the attention of the Library Board of Trustees.

Illegal acts involving library computing resources may also be subject to prosecution by local, state, or federal authorities.

Waiver of Responsibility

The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The Library cannot control or monitor material which may be accessible from Internet sources. Library patrons use the Internet at their own risk. The Library assumes no responsibility and shall have no liability for any direct, indirect, or consequential damages arising from its connection to the Internet. The Library is not responsible for changes in content of the sources to which it links or for the content of sources accessed through secondary links.

Staff will identify and display starting points for searches which are appropriate to the Library's mission and service roles. However each individual user must accept responsibility for determining which electronic resources they will access and the relative value of the content. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted or received. Parents are responsible for their children's use of the Library's Internet computers.

****Public computer access may be unavailable or available with limited or restricted use in compliance with relevant law, Executive Orders, and public health and safety guidelines.***