

Sidney Memorial Public Library	Manual Name: Public Policy Manual
Policy Name: Computer/Internet Use	Date Effective: 6/28/24
Section II: B. Computer Policy	Date Created/Revised: 07/09; 2/23; 6/24
<p>The library has Internet-enabled computers available for public use. Patrons must have a valid Four County Library System library card with no fines on it to use the computers.</p> <p>If one of the computers is free:</p> <ul style="list-style-type: none"> • Sit down • Enter your library card number • Begin your session <p>If all of the computers are in use, check with the staff at the circulation desk to reserve the next available computer.</p> <p>Patrons get a total 60 minutes of computer time per day. It may be used in multiple sessions, but you must have at least 10 minutes left on your card to begin a session.</p> <p>The computer will keep track of your time and give you a warning before your time is up.</p> <p>The system will log you off automatically when your time is over. Be sure to save your work.</p> <p>If you finish before your 60 minutes is up, click ‘done’ and ‘end now’ to save the rest of your time.</p> <p>Patrons can “lock” sessions and step away for up to ten minutes. The time will still be counted.</p> <p>See the staff at the Circulation Desk if you are visiting from outside the area for less than a two-week period.</p> <p>Patrons may print from the public computers. When ‘Print’ is clicked, the system will display a job number, the total number of pages to be printed and the total fee. Printing costs: .25 black .75 color</p> <p>Pay for your pages at the circulation desk first and library staff will send your print job to the printer.</p> <p>Privacy Statement While the system will keep track of the time you spend on the library computers, it will not monitor or record your activities.</p> <p>(7/09)</p> <p>Patrons may not copy, download, or save personal files or software to the Library’s computers’ hard drives.</p> <p>Patrons may download media files onto their supported personal storage devices and use streaming audio and video.</p>	

Patrons may use their own USB memory sticks and writable CDs in Library PCs. The Library employs virus scanning software and updates it regularly. This software will prevent the Library's PCs from opening files that contain viruses.

Customer may not publicly play, perform, or listen to music or CDs or view any video device, including DVDs or other similar device on Library PCs.

Patrons may not attempt to alter, damage, or monopolize Library computer hardware, software, or networks. Patrons may not:

- Attempt to modify, reconfigure, remove, or damage computer equipment, peripherals, software configurations, software programs, files or networks belonging to the Sidney Memorial Public Library, other users, or external networks.
- Attempt to add hardware, software (including Internet downloads), plug-ins, or applications to any Sidney Memorial Public Library computer network, except that Patrons may connect their personal laptops or other wireless-enabled devices to the Library's public wireless network. The Library blocks access to sites with automatic downloads that would change the basic configuration of the computer or browser.
- Attempt to introduce viruses, worms, or other malicious programs into Library computers or over the Library's networks.
- Attempt to crash the system or cause degradation of system performance.
- Impede other Patrons' work through the monopolization or unreasonable consumption of system resources.

The Library is not liable for damages to personal data, disks, or equipment resulting from information copied from the Library's computers or the Internet.

The Library does not provide e-mail accounts. However, patrons may access web-based e-mail accounts through the Library's Internet and wireless network connections.

The Library may designate certain computers as express stations and/or library catalog stations, depending on available resources and demand. Any other programs or functions on those PCs will not be removed or disabled.

The Library designates some computers for use by special populations of users, such as children or people with disabilities. Computers in children's areas have software programs especially suited to children. In these areas, children have priority over all other users.

The Library may limit the number of people who share the use of a Library computer at the same time.

The Library respects the confidentiality of those using its services and collection, and endeavors to protect the privacy of Patrons using Library computers:

- Users are not required to provide identification to use the Library's PCs.
- To maintain customer confidentiality, reservation and print queue records are purged every night.
- All public PCs are configured to clean caches, cookies, temporary Internet files, Internet history files (URLs visited), and .DAT files upon start-up. The Library encourages Patrons to activate this function at the end of their session by rebooting the computer.
- The Library releases records related to an individual's PC use only as required by law. See the Library's Customer Privacy and Confidentiality Policy for complete details.

- Users are cautioned about the risks of displaying personal information on library PCs, and of the risks of providing personal information over the Internet or the library's wireless network. Parents should caution their children about sharing personal facts on the Internet.

The Library's computers and networks may not be used for any purpose that violates U.S., state, or local laws. Patrons may not use Library computers or networks, including the wireless network, to:

- "Hack" or otherwise attempt the unauthorized entry to Sidney Memorial Public Library's, or other external networks.
- Attempt to interfere with or disrupt network users, services, or equipment.
- Attempt to evade security measures on any system.
- Invade the privacy of others.
- Access or use passwords, files, financial records or accounts, or other personal data belonging to others without their authorization.
- Develop or intentionally disseminate computer viruses or other harmful programs.
- Violate copyright laws (Title 17, U. S. Code) by copying, downloading, or distributing copyright-protected files, except as permitted by the principles of "fair use," without the explicit permission of the copyright holder.
- Violate software license agreements.
- Send harassing, threatening, or libelous messages or material.
- Access, view, display, print, transmit, or distribute sites or material in violation of NY State laws regarding obscenity, child pornography, and materials harmful to minors as specified in New York Penal Code §235.00, §235.05, §235.06, §235.07, §235.20, §235.21, or §235.22.