

# Claverack Free Library

## INTERNET USE POLICY

**Adopted: May 2012**

**Amended: October 2012**

The Claverack Free 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.

### **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, as defined under the New York State Penal Code, the Library is not responsible for what is displayed on computers connected to the Internet.

### **Filtering**

The Library does not monitor or control information accessible through the Internet and is not responsible for its content. The Library cannot guarantee that information found using the Internet is accurate, authoritative, or factual. No filtering software is in use on library computers, and the library does not assume responsibility for protecting Internet users from material they might find obscene, offensive or objectionable.

### **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. Users must refrain from illegal or unethical use of the Internet and respect intellectual property by only downloading information or computer files with proper permission.

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;
- Using library workstations for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation;
- Viewing child pornography;
- Deliberately displaying obscene images;
- Engage in any activity that is harassing or defamatory;
- 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;
- Data may be transferred to and from the A: drive only;
- 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.

### **Wireless Internet Access**

Free wireless Internet access is available at the Claverack Free Library. You do not need a plug or a phone jack. You will need a notebook/laptop computer or other wireless device with 802.11b or 802.11g wireless networking. Just turn on your notebook/laptop computer or other wireless device and start working.

If you are not sure if your device has wireless capabilities, please check with the manufacturer or supplier of your equipment. If your device does not include wireless networking, you may be able to purchase a variety of external notebook/laptop pc cards and USB devices. The manufacturer or supplier of your equipment, or local technology merchants can help you find the right product for your notebook/laptop computer or other device. Library staff is unable to provide technical assistance with your personal equipment and no guarantee can be made that you will be able to make a wireless connection.

The wireless internet access we offer is unfiltered. The library's wireless network is not secure. Information sent to and from your notebook/laptop computer or other wireless device may be captured by anyone else with a wireless device and the appropriate software.

The library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the library's wireless access.

### **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.