

# Claverack Free Library

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## Computer Use Policy

**Adopted: October 2012**

**Amended: January 2018**

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 computer access. Users of the Claverack free Library computers must agree with the following policy statements.

1. Users may not change settings of Library computers without the express permission of the Library staff.
2. Tampering with or disabling of the Library's computer hardware or software, or introducing viruses is strictly prohibited.
3. The Library's computers are to be used for lawful purposes only.
4. The Library is not responsible for the content of the Internet, which contains material which may be inaccurate or offensive to some individuals.
5. As with all Library materials, parents and/or guardians, not the Library or its staff, are responsible for the Internet information accessed by children. Parents are responsible for their child's Internet sessions and material selections.
6. Children under the age of 10 may use computers when supervised by a parent/guardian.
7. Per Page printouts cost for black and white and color where color printers are available are determined by the Board of Trustees. Charges, obtained from library staff, are applicable on a daily basis.
8. Library staff will provide basic assistance to computer users, but cannot provide in-depth individual instruction. If interested in in-depth individual instruction, ask the Library to provide free classes in word processing, email, searching the Internet, and other topics. They library will accommodate when feasible.
9. Library users who bring their own storage media may download to them. The Library assumes no responsibility for damage to users' computer equipment or data files resulting from downloads from the Internet.
10. Library users may not run their own personal software on Library workstations.
11. Library users are responsible for any consequences of copyright infringement through their use of Library workstations, and may not use Library workstations for any unlawful purposes.
12. If the nature of the content being viewed on the Library workstation disturbs other Library users, the viewer will be asked to cease, to use a privacy screen, or

be moved to another workstation.

13. Serious or repeated violations of the Computer Use Policy may result in suspension of Library services.

14. Computer users also agree to abide by the Library's Rules of Conduct.