

## **Bronxville Public Library**

### **Computer Use and Internet Policy**

As part of its mission, the Bronxville Public Library makes informational materials available in electronic form to its patrons. In order to access these materials, patrons may use computers provided by the Library which contain Microsoft Office software. The Library Board has established the following rules relating to these Library computers, any accompanying printers and the Internet. Failure to abide by these rules may result in the suspension or loss of Internet terminal use and other Library privileges. Wireless Internet Access is also available throughout the Library. Patrons are encouraged to access the Internet using their laptop computers.

### **Computer Use Policy**

#### **General Use**

Individuals may not alter or damage hardware, software or data, or in any way interfere with, disrupt or degrade the network.

Individuals may not invade the privacy of others by “hovering” over them while they use the terminals. Only one person is permitted on a computer terminal at one time.

All of the computers are networked to a printer. The first two pages of printing are free; thereafter, the charge is 15 cents a page. This fee should be paid at the nearest service desk.

**Reference Room Only**

In order to serve all patrons fairly, computer use is limited to one hour in the Reference Room. Patrons must sign up for time at the Reference Desk.

A patron may use a computer no more than twice in one day and must wait one half-hour until he/she may sign up for a second session.

Patrons may download to a memory stick, but using a disk or any other memory device is not allowed.

**Teen Room Only**

The Teen Room computer is exclusively for the use of patrons ages 12 to 18.

**Children's Room Only**

There are two computers in the Children's Room. Children up to the age of 12 may use it for homework and research purposes only.

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## **Internet Policy**

Consistent with the Library's mission to provide the broadest access to intellectual material and data, many of the computers maintained by the Library for use by the public provide access to the Internet.

The Internet is a vast and unregulated global network, not subject to the Library's selection process. The Library uses no filtering software and does not monitor access to the Internet.

The Library Trustees have imposed the following Rules with regard to accessing the Internet.

1. Use of the Library computers to engage in any illegal activity or to gain access to illegal materials is not permitted.
2. The computers may not be used to receive or transmit obscene materials. Such conduct is disruptive to the operation of the Library and may be a crime, particularly if it involves child pornography.
3. Library terminals may not be used to transmit threatening, harassing or abusive language and images.
4. Communications that threaten violence or that otherwise constitute harassment or violate the law are not permitted.
5. The installation, downloading or modification of software is prohibited.

6. Library patrons who gain access to the Internet are expected to respect all relevant copyright laws and licensing agreements.

7. Gaining access to restricted computer files or networks or damaging or modifying another's computer equipment or software is prohibited.

8. The Library's computers are not private. Users should have no expectation of privacy. Users engaging in financial or other personal transactions that are ordinarily private and confidential do so at their own risk.

9. The intentional transfer of a virus is prohibited.

### **Internet Use by Minors**

10. The supervision of minors in accessing the Internet is the responsibility of the minor's parent or guardian, not the Library. Parents may want to look at SafeKids.com for some useful advice on internet use by minors.

11. A minor may not use a computer to access materials "harmful to minors," as defined by law, under any circumstances.

12. Under no circumstances shall a minor disclose any personal identification information over the Internet.

### **Enforcement of These Rules**

The Library Trustees have delegated the responsibility of enforcing these Rules relating to the use of Computers and the Internet to the Director of the Library or, in her absence, her surrogate. In the event of a violation of these Rules, a patron may be expelled from the Library and/or risk suspension and/or cancellation and/or return of their Library Card.

