

**Fort Edward Free Library  
Policy Manual  
Computer Policy**

The internet enables the library to provide access to great information resources around the world but there are several limits to the internet. Although there is a wealth of useful material for people of all ages, the internet may contain information that is inaccurate, controversial, and inappropriate. Users of the internet need to be good information consumers, questioning the validity of the information. The library provides no content filters and is in no way responsible for information found on the internet. Moreover, the internet enables access to material they may be offensive or disturbing to some individuals and some parents might not want their children to have access to sites that contain such materials.

The library upholds and affirms the right of each individual to have access to constitutionally protected materials. Adult patrons are responsible for proper use of the internet for themselves and their children. Children can have permission from a parent or legal guardian.

**Conditions and Terms of Use:**

In an effort to ensure that the use of this medium is consistent with the mission of the Library, the following procedures will apply:

The internet station will be located where it can be monitored by staff and volunteers for assistance and security.

Children under the age of 18 must have parental permission to use the internet. It is the responsibility of the user, parent to determine what is appropriate. Only parents or guardians may restrict their children from access to internet resources in the library.

Files may only be saved to a USB memory stick or Flashdrive.

The Fort Edward Free Library invites the community to use the internet at no cost during the library hours. Computers in the library, including use of internet are available on a first come – first served basis for a 45 minute time block once a day. However, during the Covid-19 Virus and cases rising in our area, computer time may decrease and without advance notice. There also may be extenuating circumstances where more computer time is needed (not during the outbreak) and the computer time will be extended for 10-minute increments up to 1 hour.

The library staff at this time can only assist patrons from 6 feet away into logging onto a computer. This will need to be done verbally. When not during Covid-19, patrons are encouraged to ask for help from the staff and some training when staff is available.

While the Library will make every effort to ensure that the use of the internet is consistent with the mission statement, parents are encouraged to work closely with their children. Children under the age of 10 must have their parent or guardian present when accessing the internet unless they have been given permission from the parent or guardian.

To make the best use of time on the internet, the Library will not provide the following internet features: Access to chat rooms or saving of bookmarks.

Failure to use the internet station appropriately and responsibly may result in revocation of the internet privileges. Examples of inappropriate use include, but are not limited to the following: Violation of computer system integrity, unauthorized tampering with computer hardware or software. Storage of data to anything other than a personal floppy, CD flash drive and an external hard drive. Violation of software license agreements and copyright laws. Violation of another user's privacy. Attempting to modify or gain unauthorized access to files, passwords or data belonging to others.

Searching sites that are questionable, or material that can be viewed by other patrons at a glance that re deemed inappropriate of offensive may result in loss of computer use.

We are limited in giving you computer assistance during the Covid-19 outbreak and ask for your patience. Staff and volunteers will do their best to guide you through your questions while social distancing

### **Computer Access Guidelines:**

Under the age of 18, a parent or legal guardian must sign computer agreement.

You must be in good standing with the Library.

Patrons will need to have a current picture ID in order to access computer.

The computers are available on a "first come first served" basis.

Patrons are limited to a one-half hour block of time on the computer.

Each computer has virus scanning software installed. You may not install software on any of the computers in the Library.

All files must be saved to your personal flash drive, or stick. Files may not be saved on hard drive of the computer.

Each page of printing is 20 cents payable at the Circulation Desk.

Do not change any of the settings on the browser or Windows.

Patrons will be given two warnings from the library staff to discontinue inappropriate use or not abiding our computer guidelines. Any violation thereafter will result in loss of computer usage privileges.

### **Disclaimer and Limitations of Liability:**

Any responsibility for any consequences of the copyright infringement lie with the user; the Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data lies with the user. The Library assumes no liability for loss or damage to the user's privacy.

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