

Fort Edward Free Library

Policy Manual

Computer Policy

The internet enables the library to provide access to great informational 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 that 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.

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 library has two computers available for patron use and are located where monitoring is overseen by staff and volunteers for security reasons. Computer availability in the library is on a first come –first served basis for **a 30-minute time block once a day**. Computer time can be reserved by calling the library ahead of time. **Computer use will be extended up to one hour per-day for certain circumstances, such as Employment applications, medical forms, etc.** **Discretion is that of the library** staff.

Wi-fi is available both inside the library and the surrounding library grounds and is available to everyone. There is no password to access the WIFI and typing in “library wireless” will give you access to the internet.

The library will adhere to its mission statement in providing needed resources for children and adults both in print and technological resources.

Children under the age of 10 must have a parent or guardian sign a parental permission agreement to use library computers. There are no filters on the computers and it is up to the parent or guardian to restrict their children from accessing the internet’s resources on the library computers. Children under the age of ten must be within a parent or guardians adult supervision when using library computers.

Covid 19 and variants:

We are limited in giving you computer assistance during the Covid-19 outbreak or variants in going by CDC, NYS, and County guidelines and ask for your patience. Staff and volunteers will do their best to guide you through your questions while social distancing.

During Covid 19 or variants, 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.

- 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 computers or WIFI 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 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 are deemed inappropriate or offensive may result in loss of computer use.

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, or extended to one hour and is at the discretion of the library staff or volunteer.
- 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 from the computer or copies 20 cents per page payable at the Circulation Desk. We do not accept any debit/credit cards at this time.
- 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 and 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.

Revised September 2020

Revised March 9, 2016