



July 19, 2023

Computer and Internet Use Policy

The New Hartford Public Library seeks to provide educational, informational and recreational resources of interest to all its patrons. It offers access to information of types in a wide range of formats, including electronic. The Internet is viewed as yet another tool or resource tool used to provide information beyond the confines of the Library's own collection. This technology allows access to ideas, information and commentary from around the world, and is compatible with the Library's endorsement of the Library Bill of Rights; the Freedom to Read Statement; and with the policies, goals and objectives of the Library.

The New Hartford Public Library cannot guarantee computer viewing privacy, nor can the library guarantee the privacy of information sent or received over the Internet.

Guidelines

1. Patrons wishing to use a computer must present their library card or suitable identification at the circulation desk. If the patron does not have a Library card one may be issued or a guest pass can be assigned.
2. Time management software is used to optimize computer access. Access to the computers is provided on a first-come, first-served basis.
3. Computer time will be limited to 60 minutes, which may be extended if circumstances permit.
4. A patron may use only one computer at any one time.
5. Copies are available at a cost of 20 cents per page.
7. Thumb drives are available to purchase at the circulation desk.

Rules Governing Use

While the Library is a public and open environment, users may not:

1. distribute unsolicited advertising
2. distribute information for political lobbying
3. invade the privacy of others
4. make any attempt to damage the Library's computer equipment or software

5. engage in any activity that is harassing or defamatory
6. use the Internet for any illegal activity, including violation of copyright or other rights of third parties
7. send or display text or graphics that may reasonably be construed by the Library staff as offensive to the public. The display, transmission or downloading of sexually explicit graphic material, obscenity or disruptive text, files or images, or materials harmful to minors is inappropriate and prohibited.
8. change or add files to the Library's network
9. save or add files to the Library's storage network
10. download or upload to or from any library storage medium.
11. use the network to make unauthorized entry into other computational, informational or communication services or resources.

Wireless Access and Public User Security

The Library's public wireless network is open to anyone, though it is not a secure network and use of the network is entirely at the risk of the user.

The Library assumes no responsibility for the safety of equipment, laptop configurations, security, or data files resulting from trying to connect to the Library's network. Furthermore, the Library makes no guarantees as to the compatibility of a patron's wireless equipment either with the Library's wireless network, or as to reliability or security of connections to the network or to the Internet.

The Library will not be responsible for any information that is compromised, or for any damage caused to hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.

The Library will not be held responsible for laptops, tablets or other devices left unattended.

While users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities, the New Hartford Public 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.

When accessing the Library's wireless Internet through a non Library device, the Internet Policy and Rules of Computer Use still apply.

Compliance

While respecting individual users' rights to privacy, staff reserves the right to monitor the use of the Internet workstations to ensure compliance with this policy. Misuse or abuse of Library computers or Internet access may result in the suspension of Library privileges.

- Staff will take appropriate action as they become aware of violations. Violations of these rules may result in a shut down of a computer station, the suspension of computer privileges, and possible referral to appropriate authorities.
- Any illegal activity involving the use of the Library's computers, the Internet, and the Library's wireless access will be subject to prosecution by the appropriate authorities.

Computer Use Assistance

The Library staff is willing, if requested, to give assistance in basic computer use. However, staff assistance is subject to the abilities of the particular staff on duty and their availability, given their other responsibilities, for this purpose.

Warning

Although the Library uses a virus-checker on its computers, this may not protect thumb drives from picking up a virus. The Library is not responsible for damage to a patron's thumb drive or computer, or for any loss of data, damage, or liability that may occur from patron use of the library's computers.

Parental/Guardian Responsibility

The Library agrees with the view of the American Library Association, as stated in the Library Bill of Rights, that "a person's right to use a Library should not be denied or abridged because of origin, age, background or views." Library staff cannot monitor children as they explore the information resources available electronically in the Library. That type of supervision is the right and responsibility of the child's parent/guardian.

Compliance

Violations may result in loss of privileges. Unlawful activities will be dealt with in an appropriate manner.

In sum, the Library reserves the right to take appropriate action and to address any noncompliance with this policy.

American Library Association Statements

The New Hartford Public Library is guided by the following American Library Association statements on access to information:

- The Library Bill of Rights
- Freedom to Read Statement
- Freedom to View Statement
- Interpretation of the Library Bill of Rights: Free Access to Libraries for Minors and Access to Electronic Information Services and Resources

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