

POLICY 4.5 COMPUTER AND INTERNET USE

Revised: 9/20/04
Revised: 9/19/05
Revised: 8/20/07
Revised: 5/14/12

Need for this Policy:

A policy is needed to ensure appropriate use of public computer and Internet resources.

The mission of the Library is to provide educational, informational and recreational resources to patrons of all ages, cultural, and economic backgrounds. The Library is committed to protecting intellectual freedom, promoting lifelong learning and providing materials and resources that accomplish these objectives. As part of its mission to meet the needs of the community, the Library provides computers which allow public access to a variety of electronic resources including the library catalog, databases, software and the Internet.

Policy:

To promote equitable access to computer and Internet resources, the Library utilizes software to manage computer reservations, time limits and printing. This system requires patrons to enter a valid library card number or visitor's pass number to access a computer. Clifton Park-Halfmoon Library tax district residents who wish to access Library computers on a regular basis are requested to obtain a library card. Visitors may obtain a daily visitor's pass.

In order to ensure the use of computer and Internet resources is consistent with the mission of the library, computer stations will be located where they can be monitored for assistance and security.

All prospective users of Library computer and Internet resources must read and agree to abide by the Computer and Internet Use Policy.

The Library upholds and affirms the right of each individual to have access to constitutionally protected materials. Thus adult patrons are responsible for proper use of the Internet for themselves and their children. Persons under the age of eighteen may have full access to the Internet if they obtain written permission from a parent or legal guardian.

The Library may impose reasonable restrictions and conditions on the use of technology available to patrons.

The Library may charge for some services such as printing.

The Library reserves the right to change computer hardware or software offered to the public at any time.



OPERATIONAL POLICIES

Library computer and Internet resources may be used only for lawful purposes. Examples of unacceptable purposes include but are not limited to:

- Attempting to alter or damage computer or network equipment, software configurations, or files belonging to the Library, other users or external networks
- Attempting unauthorized entry to the Library's computers or network or external networks
- Violation of copyright or communications laws
- Violation of software license agreements
- Transmission of speech not protected by the First Amendment, such as libel and obscenity

The Library strives to balance the rights of patrons to access different information resources with the rights of patrons and staff members to work in a public environment free from harassing sounds and visuals. Patrons are asked to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:

- Respecting the privacy of other users
- Not using computer accounts, access codes, or network identification codes assigned to others

Viewing material of a generally inappropriate or offensive nature, including sexually explicit materials, is not allowed. Any patron viewing content inappropriate for a public building will be asked to leave for the day. If the misuse continues the patron will be banned from using the Internet at the Library.

Responsibility:

It is the responsibility of the Director and his/her staff to enforce this policy.

Approved: 9/19/97