

## Computer & Internet Access Policy

The Cutchogue New Suffolk Free Library provides computers and Internet access for educational, informational and recreational purposes only. The Library makes no warranty, express or implied, for the timeliness, accuracy or usefulness for a particular purpose of information accessed via the Internet. Computer and technology users must comply with the Library's *Copyright Protection Policy*. Patrons must accept the *Computer & Internet Access Policy* to access the Library's computers and Internet.

If it is apparent that this policy is not being followed, Librarians will intervene. It is not possible, however, for Library staff to monitor all use. Violations of this policy may result in suspension of computer and/or device privileges. Violations of laws governing Internet use may result in criminal prosecution.

### **Access**

1. Use of the computers and the Internet is free to the public. Computers may be accessed by patrons who have a valid Cutchogue New Suffolk Free Library Card, or a valid Suffolk County Library card. Day use barcodes are available to guests who do not have or cannot acquire a library card.
2. Library computers must be used in a responsible manner, respecting the rights of other users.
3. Computers in the adult area are designated for adults 18 years and older.
4. Computers in the teen area are designated for teens 12-17 years of age.
5. Computers in the children's room are designated for children up to 12 years old. Parents/caregivers may use computers in children's room if one is available but priority is given to children.
6. The Children's Internet Protection Act (CIPA) is the federal law that requires all computers in a public library to be filtered if that library accepts any federal funds for Internet access or computers used for Internet access. [Supreme Court decision: *United States v. American Library Ass'n, Inc.* No. 02-361 (June 23, 2003)]. The Cutchogue New Suffolk Free Library complies with the requirements of CIPA. Adults 18 years of age and older may request to have a site unblocked or filter turned off entirely. Children 17 years of age and younger may not request that a site be unblocked or a filter be turned off.
7. Parents or legal guardians are responsible for monitoring their child's Internet and computer use. Restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.
8. Patrons may listen to audio content providing they use headphones. The Library has headphones available for use and for sale.

9. Patrons may use personal USB flash drives. The Library has USB flash drives for sale.
10. The Library is not responsible for damage to disks, personal storage devices or loss of data that may occur while using Library computers.
11. Users may not:
  - a. Damage or make any attempt to damage computer equipment or software
  - b. Alter or make any attempt to alter computer or Internet configurations
  - c. Use library computers for illegal or criminal purposes, including hacking into unauthorized networks, communication services or resources
  - d. Engage in any activity which is harassing, libelous or defamatory
  - e. Invade the privacy of others or make any attempt to modify or gain access to files, passwords, or data belonging to others
  - f. Install or download any software
  - g. Misrepresent oneself as another user
12. The Library staff may give patrons limited and reasonable assistance with computer usage. Patrons are expected to have basic computer knowledge.

### ***Sessions***

1. All computers and devices are available on a first come first served basis. If all are in use, patrons will be added to a waiting list.
2. Sessions on desktop computers are limited to 60 minutes. A reminder message will appear at 15 minute, 5 minute, and 1 minute intervals before closing out the session. If all computers are not in use, patrons may ask to extend their sessions.
3. Patrons are responsible for logging off at the end of their session. Logging off deletes any saved work, and also clears web browser cookies ensuring patron security. The library is not responsible for patrons who fail to log off.
4. Patrons who require more than 60 minutes of computer time (taking an online exam, writing a paper, etc.) can request a time extension at the start of their session. Time extensions are at the discretion of the Librarian.

### ***Laptops & Tablets***

1. Laptops are only available for in-library use. In order to use a laptop, patrons and guests must provide a valid photo ID, a valid Cutchogue New Suffolk Free Library card or a valid Suffolk County Library card which will be held in a secure location until the end of the patron's session.

2. Laptop sessions are limited to 60 minutes during busy times.
3. Tablets are only available in the Children's room for in-library use. In order to use a tablet, a valid Cutchogue New Suffolk Free Library card or a valid Suffolk County Library card must be presented.
4. Tablets do not have Internet access; tablets are for use of pre-downloaded applications only. Patrons may apply for applications to be added for the future.

### ***Printing Services***

1. Adult and teen patrons may print their documents from Library desktop computers and release them from the Print Release Station upon barcode entry and payment.
2. Library staff will provide assistance with using the Print Release Station.
3. Black and white printing: \$.15 per page.
4. Color printing: \$.25 per page.
5. Printing from computers in the Children's Room by children is free.
6. Wireless printing to both the Children and Adult printers is available throughout the building and in the parking lot. Wireless printing fees are the same as desktop computer printing fees and are to be paid at the Circulation Desk.
7. Adults and Teens are required to print wirelessly to the Adult printer.
8. Children are required to print wirelessly to the Children's printer.
9. Parents/caregivers in the Children's Room with children under the age of 9 are permitted to print for their children to the Children's printer.

### ***Wireless Internet Access Service***

1. Public Wi-Fi service is available throughout the Library building and in the parking lot at all hours.
2. The Library is not responsible for viruses or any other intrusive software patrons' devices may be exposed to while using the Library's wireless internet access.
3. The Library is not responsible for service interruptions during patron wireless internet access.

### ***Public Scanner***

1. Public Scanner users must comply with the Library's *Copyright Protection Policy*.
2. Scanning is available on a first come first served basis.
3. All scanning is done at the users' own risk. Cutchogue New Suffolk Free Library will not assume responsibility for materials that are damaged by the scanning process.
4. Session limits may be imposed at the discretion of the Librarians.
5. User will be prompted to log out, or scan session will time out after 1 minute. All work will be deleted at session log out for the safety of the user.