Bronxville Public Library

Computer Use and Internet Policy

As part of its mission, the Bronxville Public Library makes informational materials available in electronic form to its patrons. In order to access these materials, patrons may use computers provided by the Library which contain Microsoft Office software. The Library Board has established the following rules relating to these Library computers, any accompanying printers and the Internet. Failure to abide by these rules may result in the suspension or loss of Internet terminal use and other Library privileges. Wireless Internet Access is also available throughout the Library. Patrons are encouraged to access the Internet using their laptop computers.

Computer Use

General Use

Individuals may not alter or damage hardware, software or data, or in any way interfere with, disrupt or degrade the network. No software or programs may be added to the computers and downloading of materials is not permitted by the Westchester Library System.
Individuals may not invade the privacy of others by "hovering" over them while they use the terminals. Only one person is permitted on a computer terminal at one time.

All of the computers are networked to a printer. Printing fees for computers in the Library are 15 cents per page for black and white and 35 cents per page for color.

Mobile printing is also available for patrons when using their own personal devices in the Library.

Scanning of documents may be done through the use of our public photocopier at a cost of 10 cents per page.

Downloading material is not permitted by the Westchester Library System.

Patrons may save materials/documents to their own personal USB flash drive.

In order to serve all patrons fairly, computer use is limited to a maximum of one hour per day in all sections of the Library. Patrons can use any computer that is available with a Westchester Library System library card. If all computers are busy, they may sign up at the Reservation Station with a library card.

Guest Pass

All patrons, both children and adults, who do not have a library card may request a guest pass, good for that day only, to use the computers. The guest pass has a barcode and number which will allow them access to the computers.

Reference Room Only

The five Reference Room computers are available for use by patrons over the age of 18. Adults accompanied by infants and toddlers may use the computers in the Children's Room before 2 pm.

Teen Room Only

The two Teen Room computers are exclusively for the use of patrons aged 12 to 18 (middle and high school students).

Children's Room Only

The two computers in the Children's Room are for the use of children up to the age of 12.

Internet

Consistent with the Library's mission to provide the broadest access to intellectual material and data, the computers maintained by the Westchester Library System for use by the public provide access to the Internet, with the exception of the library catalog terminals.

The Internet is a vast and unregulated global network, not subject to the Library's selection process. The Library does not use filtering software and does not monitor access to the Internet.

The Library Trustees have imposed the following Rules with regard to accessing the Internet.

1. Use of the Library computers and wireless network to engage in any illegal activity or to gain access to illegal materials is not permitted.

2. **The computers and wireless network may not be used to view, receive or transmit obscene materials. Such conduct is disruptive to the operation of the Library and may be a crime, particularly if it involves child pornography.**

3.   Library terminals and wireless network may not be used to transmit threatening, harassing or abusive language and images. Communications that threaten violence or that otherwise constitute harassment or violate the law are not permitted.

4.   The installation, downloading or modification of software is prohibited.

5.   Library patrons who gain access to the Internet must respect all relevant copyright laws and licensing agreements.

6.   Gaining access to restricted computer files or networks or damaging or modifying another's computer equipment or software is prohibited.

7.   The Library's computers and wireless network are not private. Users should have no expectation of privacy. Users engaging in financial or other personal transactions that are ordinarily private and confidential do so at their own risk.

8.   The intentional transfer of a virus is prohibited.

Internet Use by Minors

9.   The supervision of minors in accessing the Internet is the responsibility of the minor's parent or guardian, not the Library. Parents may want to look at SafeKids.com for some useful advice on internet use by minors.

10.   A minor may not use a computer or wireless network to access materials "harmful to minors," as defined by law, under any circumstances.

11.   Under no circumstances shall a minor disclose any personal identification information over the Internet.

Enforcement of These Rules

The Library Trustees have delegated the responsibility of enforcing these Rules relating to the use of Computers and the Internet to the Director of the Library or, in his/her absence, his/her surrogate. In the event of a violation of these Rules, a patron may be expelled from the Library and/or risk suspension and/or cancellation and/or return of their Library Card.