

## **BRONXVILLE PUBLIC LIBRARY**

### **COMPUTER USE AND INTERNET POLICY**

As part of its mission, the Bronxville Public Library (the “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 utilize 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 computer. Individuals may not invade the privacy of others by “hovering” over them while they use the terminals. Only one person is permitted to use a computer terminal at any given time.

All of the Library computers are networked to a printer. Printing fees for computers in the Library are 10 cents per page for black and white and 35 cents per page for color printing. Double-sided prints will count as two separate pages and will be charged accordingly.

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 15 cents per page.

Downloading and/or saving material onto Library computers is not permitted. 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 90 minutes per day. First time users must register with the librarian to create a username. Those who do not wish to supply their name may obtain a guest log-in for a single-use session.

Any patron attempting to bypass the desktop security will be asked to leave the computer station.

## Reference Room Only

Reference Room computers are available for use by patrons over the age of 18.

## Teen Room and Children's Room

There are Chromebooks for use by children and teens with a valid Library card. Chromebooks are available at the Children's Room Desk and must remain upstairs during use. Check outs are for one hour per day.

## Internet

Consistent with the Library's mission to provide the broadest access to intellectual material and data, the computers provided for use by the public provides 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 use of 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 Library 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. The Library computers and wireless network may not be used to transmit threatening, harassing or abusive language and images. Communications that threaten violence of 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 any type of malicious software or content 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 and not that of the Library. Parents may wish to consult [Connectsafely.org](http://Connectsafely.org) 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 Federal and New York State law, under any circumstances.
11. Under no circumstances shall a minor disclose any personal 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.