

WOODBURY PUBLIC LIBRARY COMPUTER USE POLICY

The Woodbury Public Library is pleased to offer the use of computers to the public. Our public-access computers are located on the second floor of the library. These computers offer partially filtered access to the Internet as well as a variety of word processing, encyclopedia and resume-creation software. These computers are available to LOGIN members and visitors. Adult users will be asked to sign in with first and last name at the Reference Desk to be assigned a computer. Children under 8 years of age may use computers on the library's second floor only while accompanied by a parent or guardian. Children ages 8 and up may use library computers independently as per the Library's Card Application wherein sole responsibility of a child's internet activity falls on the parent.

Our Children's Multimedia Center, located adjacent to the Circulation Desk on the first floor, features 2 AWE Early Literacy Stations. These exciting learning tools include a 20" touchscreen, colorful keyboard, child-sized mouse, and offer over 50 educational games designed for ages 2 through 10. Children under 8 may use them when accompanied by an adult. There is a 30 minutes time limit on use of our Early Literacy Station computers, but if no other children are waiting they may be used until the station is needed.

The Library's electronic resources are limited and must be shared. Computers are available on a first-come first-served basis, and may not be reserved in advance. If no computer is available a user may put their name on a waiting list. When a computer becomes available the user must be nearby and ready to sign on. If that user cannot be easily located, his or her name will be crossed off the list and the next person on the list will be signed on. In order to ensure that as many people as possible are able to use library computers a 60-minute time limit will be in effect at peak hours. All printing and/or downloading must be completed within this time limit. However, if there is no one waiting to use the computer at the end that time a patron may continue, with the understanding that they may be required to conclude their session promptly if the computer is needed for another user. Users must conclude their computer session, including printing and paying for printouts, at least 5 minutes before the Library's scheduled closing time.

Patrons using the Library's public-access computers are expected to know the fundamentals of computer use. Regrettably, staff is not able to offer extensive assistance or in-depth training. If time permits, library staff will try to help with getting users started, basic computer problems, and suggestions on effective Internet searching. However the Library cannot guarantee that staff familiar with the use of computers and the Internet will be available to assist users during all Library hours. One-on-one computer assistance is available by appointment by calling the Library at 856-845-2611 or stopping in.

Library computers may be used without charge. Black ink printouts are available from all public computers.. **Effective September 1, 2017 there is no charge for up to two pages per user per day: quantities over that amount cost 10 cents per page.** A 'page' is one printed side; double-sided printouts will be counted as 2 pages. Patrons are responsible for payment of **all** copies that they caused to be printed, and payment must be in cash – we do not accept debit or credit cards. It is suggested that patrons use the 'Print Preview' command to determine how many pages a print request may create before printing. Please pay for copies at the Reference Desk upstairs, or the Circulation Desk downstairs. All public computers are equipped with audio jacks to accommodate your earphones/headphones/ear buds. Ear buds are available for sale at the Reference Desk for \$2.00 each.

Although the library employs antivirus software, files on public computers or downloaded from the Internet may contain viruses. The Library is not responsible for any damage done to computer users' disks or hardware, or for any loss of data, damage or liability that may occur from any use of the Library's equipment.

Users of the Library's computers are expected to use this resource in a responsible and courteous manner consistent with the educational and informational purposes for which it is provided, and to abide by all rules and procedures established for its use including the following:

Users may not store their data on the hard drives of library computers. Any data saved on the hard drive is automatically deleted whenever a computer reboots, and at the end of each business day. If it is necessary to store data we recommend the emailing the file to yourself, or using a USB-powered device such as a flash drive. All library computers are equipped with easily accessible USB ports, and if you don't have your own flash drive one may be purchased at the Reference Desk for \$5.00.

Users may not plug devices into the rear of library computers, or into the outlets and power strips that provide electricity to library computers. Users are prohibited from using library computers for activities constituting violation of any law, including (but not limited to) U.S. laws regarding copyright infringement. Users may not attempt to alter or circumvent the setup or security arrangements of library computers in any way. Users may not turn off the library's computers. Users may not play audio through speakers on the library's computers or any other device in a public area. Users must refrain from the deliberate propagation of computer viruses, etc. Any violation of this rule will result in immediate loss of computer privileges at the Library. Users must respect the privacy of other computer users. This includes not representing oneself as another user, not trying to gain access to someone else's data, and not 'hovering' over others using computers. Users are responsible for damage to the equipment beyond that which occurs with normal usage. Parents are responsible for any damage on the part of their children under the age of 18.

Internet Access:

The Library's 16 public-access computers offer access to the Internet primarily as an informational and educational resource. However, not all information available on the Internet is accurate, current, or complete. In addition, language, ideas and images can be found on the Internet which may be considered offensive, inappropriate or inflammatory. The provision of Internet access does not imply that the Library endorses the content or point of view of any of the information or commentary that may be found on the Internet. Our public-access computers currently employ commercial filtering technology aimed at blocking material that is pornographic, illegal, sexually explicit, or which actively promotes hatred, racism, etc. However, no filter is totally effective in a rapidly changing electronic environment. Our filter cannot block all potentially objectionable material, and we cannot entirely protect any individual from images or language which they might find offensive or disturbing. Interfering with or deliberately attempting to circumvent the filtering software is prohibited.

The second floor of the Library, where our public Internet computers are located, also houses our Reference collection and is a designated silent study area. Computer users and those accompanying them, including children, will be expected to observe this designation and respect other library users' need for quiet in this area. Those unable to comply, or whose behavior becomes inappropriate for the setting, will be required to leave the area. This public area is also shared by library users of all ages and sensibilities, and individuals are asked to consider this before accessing potentially controversial material. Library staff cannot consistently monitor the public's use of computers other than for length of use. However, we reserve the right for staff members to require an individual to discontinue the display of material that could be considered inappropriate in time, place or manner. Patrons who have been repeatedly warned about the display of such material will not be given further access to Library computers.

As with other Library materials, parents or guardians and not the Library or its staff are responsible for the Internet material selected or accessed by their children. **While filters are employed (see previous page), it is impossible to totally prevent access to all resources which may be deemed inappropriate for children. Children who use the Internet unsupervised may be exposed to objectionable or disturbing information and images. Parents are strongly advised to monitor and guide their children's use of the Internet.**

Users are cautioned that security in an electronic environment such as the Internet cannot be guaranteed and that all transactions, files, and communications are vulnerable to unauthorized access and should therefore be considered public. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet.

Due to the drain on the bandwidth available to other library users, file-sharing activity is prohibited. This includes using P2P or friend-to-friend utilities such as Torrent, etc., as well as any method of downloading music or video content to iPods, MP3 players, etc. Also due to bandwidth requirements, our filter will generally block streaming video and/or audio.

Additional user responsibilities for Internet use include: Refraining from illegal or unethical use of the Internet. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet. Refraining from the transmission of threatening, harassing or abusive material. Misuse of library equipment, inappropriate behavior while using computers or failure to abide by the library's Electronic Resource Policy may result in the suspension or loss of the privilege of using library computers. The Library reserves the right to modify this policy at any time.