

## **Public Access and Computer Use Policy**

### **Rules Governing Use**

The East Islip Public Library offers computer access to all persons with a valid library card from the towns of East Islip, Islip Terrace and Great River. Persons that do *not* have an East Islip Library card but who have a valid library card from within Suffolk County will be given access on a limited basis. Visitors from out of the county will be issued a guest pass after providing valid identification and given limited access.

The library has established procedures that, govern the amount of time an individual user can devote to a single session, determine scheduling priorities for various types of computers, and specify the conditions under which a patron's computer session may be terminated by staff.

Patrons will be granted access to our public computers on a first come first served basis, with East Islip Public Library cardholders given preference. All Suffolk County library cardholders must use their own personal library card and barcode number when logging on and using Library computers.

A parent or guardian of a child under the age of 18 must give written permission as to whether their child is to have access to the Internet. This consent is given when the child applies for a Library card. Children 7<sup>th</sup> grade and above may use the computers in the Adult Department with parental consent. Children 6<sup>th</sup> grade and below will not be allowed to use the computers in the Adult Department unless accompanied by a parent or guardian while they are using the computer and only when the child cannot work alone on one of the computers in the Children's Department.

As required by the Children's Internet Protection Act, the Library has installed blocking/filtering technology on all computers with Internet access. Filters are not a guarantee to block objectionable content. In accordance with the law, Library staff may disable the filtering software to enable adult users, age 18 and above, access to specific sites, for bona fide research or other lawful purposes. (Implemented July 1, 2004)

#### **Time limits-Adult Department:**

- 6+ hours are allowed for East Islip Public Library card holders (a daily total of two 6 hour blocks of time during the normal operating hours, after the first 6 hrs, a 30 minute break is required.)
- 90 minutes are allowed for non-district residents of Suffolk County with a valid library card, with no extensions of time.
- 60 minutes are allowed for guest patrons who reside outside of Suffolk County after providing valid ID, with no extensions of time.

\* At times of peak usage, the Library reserves the right to limit computer usage time based on the needs of the Library.

#### **Children's Department Public Access Computers**

Seven personal computers are available for use by children through sixth grade. A child must have his library card with him in order to use the computer.

- Children through grade 6 are allowed 1 hr of computer access; if there are available computers after that time they can be granted up to two 30-minute sessions with a 15 minute break after the first 30 minute extension.
- Any child that does not have an East Islip Library card will be given access to a computer for 1 hr provided they have their parent or guardian sign an Internet Access Waiver. Extensions of time will be issued if there are available computers, with East Islip Public Library cardholders given priority.
- Games - A variety of educational games are loaded into two computers for children ages 3 and up.

- Word Processing - Students up to grade 6 can type and print out their work. The first five pages in black & white are free. Additional black & white copies are 5 cents each. Color pages are 25 cents each.

- Library based free Internet access- Any child under the age of 18, with signed parental consent, may go online. Parents of youth below 6<sup>th</sup> grade should speak with the children's librarian for access. Any child 7<sup>th</sup> grade and above should use the computers in the Adult/Young Adult area.
- Early Literacy Stations – there are two computers featuring games suitable for preschoolers that are located in the play area of the Children’s Room.

### **Wireless access:**

The East Islip Public Library provides wireless access to the Internet for users who bring their own Internet-accessible devices to the library. Wireless users must adhere to the guidelines in the Library policies and may be affected by the Library’s filtering system. Due to the wide range of laptop and wireless hardware, library staff will only be able to give limited assistance to users; users are expected to know how to configure their equipment in order to use the network.

### **Printing, Storing and Computer-Use Rules**

- Use of the Internet is governed by the Library’s *Internet Policy*, and the *Public Access and Computer Use Policy*.
- The user is responsible for all pages printed. Printing Internet pages can be unreliable and unpredictable. The result may not be as the user expects. Users are encouraged to use “Print Preview” and/or to copy and paste into a Word document to minimize printing costs.
- There is no charge for computer use; however, the library charges ¢10 per page for black & white printing and ¢25 cents per page for color printing.
- All work or downloads must be saved to a flash drive or other removable/portable storage device. Flash drives can be purchased at the desk if needed.
- The Library determines the levels and types of Internet services available, including which browser software versions and plug-ins that are available.
- The Library is not responsible for any computer viruses, damage to removable drives, or loss of data from using the Library’s computers.
- All Library computer equipment and software must be used as installed. Users are not permitted to delete, add to, copy or modify the installed hardware or software.
- Users may not install or download any software.
- Users may not distribute unsolicited advertising.
- Users may not use the Library’s computers to invade the privacy of others or make unauthorized entry into another computer or network.
- Users may not disrupt or interfere with other computers or network users, services, or equipment.
- Users must respect the legal protections of data and software provided by the copyright and license law.
- Users may not use any library workstation for any illegal or criminal purpose.
- Abuse or misuse of equipment, software or policies will be grounds for revocation of privileges.

### **Compliance**

The Library expects Internet users to comply with the terms of the library’s *Public Access and Computer Use Policy*, *Internet Policy* and the *Patron Behavior Policy*, as well as the policies of the Library’s Internet Service Provider, and all applicable federal, state and local laws, including but not limited to criminal, copyright, privacy, defamation and obscenity laws.

Library users must comply with the rules against criminal and illegal acts, including, but not limited to, viewing obscenity (as defined in N.Y. Penal Law 245.11: NY Code-Section 245.11: Public display of offensive sexual material).

Users agree to indemnify and hold harmless the Library, its employees, and agents from any claim, demand, liability, cause of action, suit, judgment, or expense (including attorney's fees), arising out of any use of the Library's computer equipment, network, phone lines, wireless service, or Internet connection.

### **Public Users' Security**

The East Islip Public Library will keep confidential all such information that it purposefully or inadvertently collects or maintains to the fullest extent permitted by federal state and local law, including the USA PATRIOT Act.

### **Policy Subject to Revision**

The Library's Public Access and Computer Use Policy and Internet Policy may be revised when necessary.

East Islip Public Library  
May 9<sup>th</sup>, 2013

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