

Canajoharie Library Internet Use Policy

Policy statement

Providing access to the Internet is in keeping with the Library's mission to provide materials and information to help community residents meet their personal, educational, and professional needs. Along with the privilege of using the Library's computer workstations comes responsibility for considerate, ethical, and legal use. Use of Library Internet facilities, including terminals and Internet connections, acknowledges your acceptance of and agreement to abide by the following computer usage and Internet access guidelines.

Guidelines

- 1.) Since the Internet is a global electronic network, there is no state/county control of users or content. The Internet may contain material of a controversial nature. The Canajoharie Library cannot be responsible for information that is available on the internet. Parents of minors must assume responsibility for their children's use of Library computers.
- 2.) Library cards are non-transferable. Patrons must present their own library card to register for a computer session. Staff may ask for additional identification. The use of a friend's or family member's library card is not permitted and may result in the suspension of computer privileges.
- 3.) Each user is allowed one 90 minute session at a time not to exceed a total of two hours of use per day. If a user has exceeded their session, they may be asked to vacate their terminal for a waiting user. Users may exceed their two hour daily limit with permission from a staff member.
- 4.) The Library assumes no responsibility or protection for submitting private and personal information online, or any security or protection for credit card or account numbers.
- 5.) Users may not use the computing resources of the Canajoharie Library for any illegal purpose in violation of any library rule or policy or of any local, state, or federal laws or regulations. Misuse of the library computers or Internet access will result in the loss of computer and library privileges. Unlawful activities will be reported to the appropriate authorities. Illegal and unacceptable use of computing resources includes but is not limited to:
 - a. Using the Library's Internet access to view, print, distribute, display, send or receive images, or graphics of material that violates laws relating to child pornography.
 - b. Violating copyright laws: Users must respect copyright laws and licensing agreements and assume responsibility for payment of any required fees. United States Copyright Law (Title 17, U.S. Co) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of "fair use".

- c. Uploading and/or downloading pirated materials, such as music, movies or software.
 - d. Malicious use or cyber bullying.
 - e. Transmitting, uploading, distributing or viewing obscene, abusive and/or sexually explicit material.
- 6.) Users must not alter, remove, copy, or damage configurations, software, or hardware on Library computers.
- 7.) Users who are 17 years of age or younger must only use the children's computers as designated by the Library. Users who are 18 year of age or older must only use adult computers as designated by the Library.
- 8.) Library staff may limit computer use by an adult whose children are inadequately supervised while the adult is using the computer.
- 9.) Because the computer terminals are a public workspace, distracting activities will be prohibited. These include but are not limited to:
 - a. Watching videos, music productions, etc. without the use of headphones
 - b. Cell phone use
 - c. Loud conversations
- 10.) Guest passes
 - a.) Users from outside the SALS/MVLS service area may be granted a guest pass to use public computers, subject to availability, for a fee.
 - b.) Any patron from within the SALS/MVLS service area with outstanding fines may be granted a guest pass to use a computer, subject to availability, if they make a payment towards their fine.
 - c.) Guest passes are restricted to one per patron per day, dependent on availability of public computers and with preference given to SALS/MVLS library members.

Violations of Internet Use Policy

Violations of Internet Use Policy will result in the loss of computer use as follows:

- 1.) First offence will result in a verbal warning issued by a staff member or security personnel that user has violated Internet Use Policy and will be asked to leave for the day. A dated note will be placed in the user's account that a warning had been given for a computer violation. The user will lose computer privileges for the day the violation occurred.
- 2.) Second offence will result in a verbal warning issued by a staff member or security personnel that user has violated Internet Use Policy and any further offense will result in permanent loss of computer privileges. A dated note will be placed in the user's account that a second warning had been given for a computer violation and a block will be placed

on the user's account for one week. The user will lose computer privileges for the day the violation occurred and for one week thereafter.

- 3.) Third offence will result in the user permanently losing computer use privileges in the Library. The user will be verbally told their computer privileges are permanently revoked. A permanent block will be placed on the user account, an incident report filed, and a banned user letter mailed to the user and filed with security and library management.

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