

## 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 Internet Access Resources comes responsibility for considerate, ethical, and legal use. Use of Library Internet Access Resources, including Public Computer Stations, WiFi, and loanable Tech Packs acknowledges your acceptance of and agreement to abide by the following internet access and usage 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 Internet Access Resources.
- 2.) Library cards are non-transferable. Patrons must present their own library card to register for a Public Computer Station 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 Public Computer Station 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 Internet Access 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 Public Computer Stations, Tech Packs, or Internet Access Resources will result in the loss of library and internet access privileges. Unlawful activities will be reported to the appropriate authorities. Illegal and unacceptable use of Internet Access Resources includes but is not limited to:
  - a. Using the Library's Internet Access Resources 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 including but not limited to or cyber bullying, cyber stalking, cyber harassment, and cyber-attacks.
  - e. Transmitting, uploading, distributing or viewing obscene, abusive, violent, and/or sexually explicit material.
- 6.) Users must not alter, remove, copy, or damage configurations, software, or hardware on Library Public Computer Stations or Tech Packs.
  - 7.) Users who are 13 years of age or younger must only use the children's computers as designated by the Library. Users who are 14-17 years of age or older must only use the teen computers as designated by the Library. Users who are 18 years of age or older must only use the adult computers as designated by the Library.
  - 8.) Library staff may limit Internet Access Resource use by an adult whose children are inadequately supervised while the adult is using the Internet Access Resource.
  - 9.) Because the Public Computer Stations 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. Loud 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 Computer Stations, subject to availability.
    - b.) Guest passes are restricted to one per patron per day, dependent on availability of Public Computer Stations.

### **Violations of Internet Use Policy**

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

- 1.) First offence will result in a verbal warning issued by staff member or security personnel that user has violated Internet Use Policy; the user 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 Internet Access Resource privileges for the day the violation occurred.

- 2.) Second offence will result in a verbal warning issued by staff member or security personnel that user has violated Internet Use Policy and any further offense will result in permanent loss of Internet Access Resource privileges. A dated note will be placed in the user's account that a second warning had been given for a violation and a block will be placed on the user's account for one week. The user will lose Internet Access Resource privileges for the day the violation occurred and for one week thereafter.
- 3.) Third offence will result in the user permanently losing Internet Access Resource privileges in the Library. The user will be verbally told their 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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