

Patchogue-Medford Library
Computer and Digital Resources
Policy and Procedures

In response to advances in technology and the changing needs of the community, the Patchogue-Medford Library endeavors to develop digital collections, resources and services that continue to meet cultural, informational, recreational and educational needs.

- The Library has no control over information on the Internet and cannot be held responsible for its content.
- The Library makes no warranty, expressed or implied, for the timeliness, accuracy or usefulness of information accessed via the Internet.
- The Library's computer equipment may not be used to harass, disrupt, or embarrass other users, library staff, or the public.
- The Library assumes no responsibility for costs, liabilities, claims, loss of data, service interruptions or damages arising from the use of digital information resources.
- As with other library materials, restriction of a child's access to digital resources is solely the responsibility of the parent/ legal guardian.

The Patchogue-Medford Library provides access to a broad range of digital resources. Use of these resources not consistent with the Library's policies and procedures will result in the loss of privileges. All copyright and licensing agreements must be respected. Any violation of local, state, federal or international laws will be handled with appropriate legal action.

USER RULES

1. Patrons may use library computers only for legal uses. Examples of unacceptable uses include but are not limited to the following:
 - a. Attempting to crash, degrade performance, or gain unauthorized access to computer systems and networks.
 - b. Using the Internet for malicious purposes such as intentionally propagating a virus.
 - c. Sending unsolicited advertising.
 - d. Operating an on-going business.
 - e. Attempting to gain or gaining access to another person's files or authorization codes.
 - f. Using another person's identification, bar code or pin number, with or without permission.
 - g. Displaying obscene material, child pornography, or sexual content that might be harmful to minors.
 - h. Harassing other users with messages, prints, or images.
 - i. Libeling, slandering, or maliciously offending other users.
 - j. Violating copyright laws or software licensing agreements.
 - k. Violating federal, state, or local laws, regulations, or ordinances.
2. Computer stations are available for use during regular Library hours except for the last 15 minutes of the day.
3. Computer stations are available on a first-come first-served basis.

4. People who are without a library card will be issued a Guest Pass. These passes are not intended for long term use. Patrons should apply for a Library card as soon as possible to avoid having their computer use limited.
5. In order to make computer resources available to the greatest number of patrons possible, there is a limit of 3 hours per day per patron. During times of exceptionally heavy use or limited access due to instructional workshops or equipment failures, sessions may be limited to one hour only.
6. Two users per station is the maximum number permitted at one time. Computer hardware, including printers, may not be moved or tampered with.
7. Computer staff provides basic assistance with use of digital resources and equipment. For assistance with finding information on the Internet or for a schedule of instructional classes in the use of computer equipment and software, please consult a librarian at the Reference Desk.
8. Users may not use personal software programs on library computers or alter library software configurations. Users are not permitted to make adjustments to or add paper to the printers. Please address specific printing needs to the Computer Assistants.
9. Users requiring any specialized installations under the Americans with Disabilities Act must inform Library personnel in advance when possible. Library staff will assist with these installations.
10. Printing must be completed within the allotted time.
11. The Library provides up to 10 sheets of paper for printing, free of charge per day. Additional black and white prints are .10 per sheet and color prints are .25 per sheet.
12. Users should have no expectation of privacy for any materials residing on the workstation or server.
13. The Library is not responsible for any incidences arising out of purchasing on-line. Patrons are advised to exercise caution when providing credit card and other personal information on-line.
14. Users may be denied access to Library computers for a period of time for violations of these Rules and Procedures.
15. Computers require a USB drive to save information. You can bring your own USB drive or purchase one at the Main Desk.
16. Please bring your own headphones or ear buds to use on the computers, or purchase headphones or ear buds at the Main Desk.

Computers for Children

In addition to the Rules listed above:

1. Children are encouraged to use the computers in the Children's and Parents' Services Department.
2. The Children's and Parents' Services Internet stations are available for youth through Grade 6.
3. Sessions for Homework Computers last one hour. An additional one hour is allowed if computers are available.

Adopted by the Board of Trustees, January 21, 1997; revised May 18, 1999; revised June 20, 2000.; revised May 20, 2008; June 2009; June 21,2011; October 2012, February 2014, February 2017.