

## COMPUTER AND DIGITAL RESOURCES POLICY AND PROCEDURES

The Board of Trustees of the Patchogue-Medford Library recognizes that computers and the Internet are essential research and education tools. 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. Guests should be aware; however, that information on the Internet might be inaccurate, incomplete, dated or offensive to some individuals. The Board strongly recommends that Guests evaluate the validity and appropriateness of information obtained via the Internet. Other than the information posted on the Library's own website (but not any third-party links thereon), the Library does not warrant or guarantee the accuracy of any information contained on the Internet and cannot be held responsible for its content.

### INTERNET SAFETY

It is the policy of Patchogue-Medford Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes. To the extent practical, steps shall be taken to promote the safety and security of users of the Patchogue-Medford Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Children through grade 6 are encouraged to use the computers in the designated Children's areas.

It shall be the responsibility of all members of the Patchogue-Medford Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

### USER RULES

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. Patrons may use Library computers only for legal purposes. 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. Any violation of local, state, federal or international laws regulations, or ordinances will be handled with appropriate legal action. Examples of unacceptable uses include but are not limited to the following:

1. Using the Internet for malicious purposes such as intentionally propagating a virus.
2. Attempting to crash, degrade performance, or gain unauthorized access to computer systems and networks.
3. Sending unsolicited advertising.
4. Operating an on-going business.
5. Attempting to gain or gaining access to another person's files or authorization codes.
6. Using another person's identification, bar code or pin number, with or without permission.
7. Displaying obscene material, child pornography, or sexual content that might be harmful to minors.
8. Harassing other users with messages, prints, or images.
9. Libeling, slandering, or maliciously offending other users.
10. Violating copyright laws or software licensing agreements.

#### POLICIES AND PROCEDURES

1. Computer stations are available for use during regular Library hours until 15minutes prior to closing.
2. Computer stations are available on a first-come first-serve basis.
3. People who are without a library card will be issued a Guest Pass. These passes are not intended for long-term use.
4. 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.
5. Two users per station is the maximum number permitted at one time.
6. Computer hardware, including printers, may not be moved or tampered with.
7. Users may not use personal software programs on library computers or alter library software configurations.
8. 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.

9. Users should have no expectation of privacy for any materials residing on the workstation or server.
10. The Library is not responsible for any incidents arising out of online purchasing. Patrons are advised to exercise caution when providing credit card and other personal information online.
11. Computers require a USB drive to save information. You can bring your own USB drive or purchase one at the Main Desk.
12. Please bring your own headphones or ear buds to use on the computers, or purchase headphones or ear buds at the Main Desk. Sounds coming from the computer should not be audible to other users.

### PRINTING, COPYING, FAXING

The Library provides up to 10 sheets of paper for printing *or* copying free of charge per day. Additional black and white prints are .10 per sheet and color prints are .25 per sheet. Users are not permitted to make adjustments to or add paper to the printers. Please address specific printing needs to Library staff.

The Copy Center exists to provide *basic* copying and faxing services for Library customers. Copying is limited to 100 pages. Faxing is limited to domestic calls and costs 75¢ first page, .50¢ each additional page. Scanning to email or usb is available. All printing, copying and faxing must be completed 10 minutes prior to closing.

All copyright and licensing agreements must be respected. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Adopted by the Board of Trustees, January 21, 1997; revised October 18, 2023.