

2.10 PUBLIC COMPUTER USE POLICY

The Library offers public computers that patrons may use to access the Internet or perform computer-assisted tasks using basic applications software for word processing, spreadsheets, and to create presentation slideshows. Computer users may connect their own storage drives or earphones to library computers. All public computers are configured to reset to the default status and all temporary files are deleted daily. Signs are posted prominently at public computers and printers, to inform patrons about computer use policies and printing fees.

Who May Use Public Computers

Any library visitor having basic computer skills may use the public computers. The use of public computers is managed to allow maximum numbers of users onto the computers while permitting enough session time to enable patrons to accomplish their work. Providing access to computers and the Internet uses considerable library resources in staff time, as well as costs for buying and maintaining computers, printers, software, and communications. It is therefore our goal to enable users to properly utilize the system independently with minimal staff assistance.

Additional assistance is always provided for anyone needing help to navigate the library's website, to troubleshoot computer hardware and the library's software, or to use electronic library resources.

Sayreville Residents

1. Persons having a valid Sayreville Library card are allowed up to two 60 minute sessions per day for a total of two hours per day. Patrons will be given additional computer sessions if other public computers are not in use. If the other computers are all in use, no extensions will be allowed.
2. If a resident does not already possess a valid library card, a valid library card will be issued as a new member at no charge upon presentation of acceptable ID (See Library Cards).
3. Sayreville residents who do not have their card with them at the time they wish to use a public computer will be given a courtesy lookup of their cardholder record, and will receive a guest pass. Three free courtesy lookups are given per twelve month period.
4. Sayreville residents who do not have their card with them at the time they wish to use a public computer, and who have received three lookups during the prior twelve months, must get a replacement library card and will be charged the \$3.00 fee for a replacement library card.

Nonresidents

Nonresidents may use a public computer using a guest pass. An acceptable form of ID must be presented each time a guest pass is requested. A guest pass allows one 60 minute session and can be used once per day. Nonresidents who have purchased a Sayreville library card are eligible for the same access as resident cardholders, up to two 60 minute sessions per day.

Printing

Costs per page are 10 cents for black and white, and 25 cents for color. Users need to pay for

each printed page regardless of how many web pages are selected. Users should preview their print selections to determine page count. No refunds are given after pages have been printed.

Rules for use of computers

Library computers designated for public access will be available on a first-come, first-served basis and may not be reserved in advance.

1. Only library-provided software may be used on the library's computers. Software and hardware owned or supplied by users may not be installed or used on library computers.
2. Users may not alter or attempt to alter the setup of library computers.
3. Users may not save their data on the hard drives of library computers. Users must supply their own formatted data disks. Formatted disks and flash drives may be purchased at the circulation desk.
4. Computer programs protected by copyright laws must not be copied for personal use and users are not permitted to copy, transfer, rename and/or delete information or programs which are copyrighted and/or take any other action with respect to copyrighted materials which would result in a violation of the copyright holder's intellectual property rights.
5. Users are asked to respect the privacy of other computer users.
6. The computers in the Children's Room are reserved for use by children only when the Sayreville public schools are not in session. Adults may use them when school is in session.
7. The Library is not responsible for any damage done to computer users' disks, or data, by any virus which may have been contacted on or through library equipment. Although the Library has installed virus protection on its computers it is always possible for a new virus to appear and therefore protection cannot be guaranteed.
8. The Library is not responsible for any damage done to computer users' disks, or data, as a result of the malfunctioning of library hardware or software or for any other reason whatsoever. Users assume all of the risk of using the Library's computers and agree to indemnify, defend and hold harmless the Library and its employees, representatives, agents, designees, officers and/or officials from and against any and all claims, liabilities and/or damages, including costs and attorneys' fees, which may arise from use of the Library's computers and/or damage done to a user's disks, data and/or files.
9. Time permitting, library staff will try to help with basic computer problems. Regrettably, staff is not able to offer extensive explanations or provide in-depth training.
10. The Library may suspend a user's computer privileges at any time if it determines, in its sole and complete discretion, that its computers are being misused in any respect.

2.11 INTERNET USE POLICY

The Internet, a world-wide network of computer networks, is an essential medium for obtaining and transmitting information of all types. Therefore, public access to the Internet is a core library service. However, the Internet is an unregulated medium. It also provides access to information that is inaccurate, illegal, or that some may find offensive or disturbing. Consistent with our mission and the professional principles of public librarianship, this Internet Use Policy affirms the safeguarding of First Amendment rights, intellectual freedom, equity of access,

confidentiality of information about users and their use of all library resources including electronic resources, and individual responsibility.

The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. The Library makes no guarantee, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.

Users are cautioned that ideas, points of view and images can be found on the Internet which are controversial, divergent and/or inflammatory. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the Internet.

Since the library computers on which the public can access the Internet are located in public areas which must be shared by library users of all ages, background and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images. Library staff cannot consistently and effectively monitor the public's use of the Internet. The Library reserves the right to ask individuals to discontinue the display of information and images which cause a disruption.

The Library reserves the right to terminate an Internet session that disrupts library services or that involves user behavior that violates the Library's policies.

Child Safety on the Internet

As with all library resources, the Library affirms the right and responsibility of parents/guardians, NOT Library staff, to determine and monitor their minor children's use of the Internet. (Minors are defined in this policy as children and young people under the age of 17 years.) Parents are solely and exclusively responsible for their minor children's use of the Library's resources and facilities, including Library computers and the Library's Internet access. Parents who believe that their children cannot responsibly use the Library's computers and/or Internet access shall monitor their children's computer and/or Internet use. By permitting their children to use Library computers, all parents and/or guardians expressly acknowledge and agree that the Library, its employees, officials, officers, representatives, agents and designees shall have not responsibility whatsoever to monitor and/or supervise their children's use of the internet and/or Library computers in general.

Unacceptable Uses of Computers

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. *Uses that violate the law or encourage others to violate the law.* transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; downloading or transmitting confidential, trade secret

information, or copyrighted materials and/or transmitting messages which threaten, harass and/or verbally assault others. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. *Uses that cause harm to others or damage to their property.* Engaging in defamation (harming another's reputation by lies); uploading a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. *Uses that jeopardize the security of access of the computer network or other networks on the Internet.* Disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.

4. *Uses that compromise the safety and security of minors when using e-mail, chat rooms and other forms of direct electronic communications:* Minors under age 17: Giving others private information about one's self or others, including credit card numbers, social security numbers, names and/or addresses; entering chat rooms and/or social networking sites and/or engaging in communications on such sites without a parent or guardian's express permission; arranging a face-to-face meeting with someone one has "met" on the computer network or Internet without a parent's permission; viewing materials that are obscene, pornographic, sexually explicit and/or adult oriented. Adults at or over the age of 18: Viewing materials that are obscene, pornographic, sexually explicit and/or adult oriented and/or permitting a minor to view such: accessing, viewing, importing, sharing and/or obtaining child pornography. Use of Library computers for anything whatsoever related to child pornography will be immediately reported to law enforcement authorities and shall subject the user to arrest, detention and conviction of a State and/or Federal crime. In addition, the user's computer privileges will be suspended indefinitely.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

5. *Uses that Violate Confidentiality of Information:* The New Jersey Confidentiality of Library Records Law (NJSA 18A:73-43.2) prohibits unauthorized disclosure, use, or dissemination of personal information regarding Library users, including minors. Personally identifiable information about users may not be disclosed or used in any way, except to law enforcement authorities as provided in the law. Users should be aware, however, that due to the technical difficulties involved in providing absolute security, transactions and files may become public

and the user expressly assumes this risk. Users should be aware that there is no right to privacy with respect to use of Library computers. When websites and/or other materials are accessed, Internet addresses are recorded and/or stored. Messages, comments and/or communications are not anonymous and any electronic information and/or communications sent or received may be stored, maintained and/or retrieved by other users. Users should be aware that Library computers are accessible to other users and the Library cannot and shall not guarantee the privacy of any information and/or communications.

Procedures

The Library staff will develop such rules and procedures as are necessary to ensure the fair and reasonable use of Internet access.

Response to Violations

The user's access to the Library's computer network and Internet is a privilege, not a right. A user violates this policy by the user's own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet. Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access these computers.