

# Internet Policy

South Country Library Approved by BOT 10/18/07, revised 10/16/2014

The mission of the South Country Library is to meet the informational, educational, cultural and recreational needs and interests of its diverse population through books and other formats. In keeping with this mission, the Library provides users in the library with access to the Internet.

This access is designed for *educational and research* purposes. The purpose of this service is to assist patrons' independent research by providing increased access to information. Other services such as games, e-mail and chat are secondary to this purpose. The Library is a forum for all points of view, and adheres to the principles of the intellectual freedom as expressed in the Library Bill of Rights formulated by the American Library Association.

1. The Library can only offer limited individual Internet instruction and presumes basic computer competence on the part of the patron. Patrons are encouraged to attend computer classes at the Library and to use the library's computer book collection to further their knowledge of computer use and the Internet. In addition, the Library, as a courtesy may only provide very limited support regarding computer use at home. Library technical support personnel are not permitted to do any computer work for South Country patrons outside the Library.
2. Library card use, including the privilege to access the Internet via Library computer terminals, is for the sole use of the patron named on the card. Any patron who allows the use of his/her card by another person to access the Internet at a Library computer terminal will have his/her computer privileges cancelled for a period of time to be determined by the relevant staff.
3. Food and drink, including bottled water are prohibited anywhere in the Library, including at computer terminals.
4. Criminal and illegal acts, including, but not limited to, viewing obscenity (as defined in New York State Penal Law Section 235.00) and/or child pornography, sexual harassment, theft and unauthorized access is not permitted.
5. Loud and disturbing behavior that affects the ability of others to do their work is not permitted.
6. Users must comply with the United States copyright laws and all other applicable laws.
7. Downloading programs onto Library computers is prohibited without prior permission from Library staff.
8. Printing in the Library can be sent to either a black & white or a color printer. There is \$1.00 worth of free printing per day for South Country Library card holders. There will be a 10-cent charge for each additional black & white page and a 50-cent charge for color. Guest patrons, as well as card holders wishing to print more than their \$1.00 allotment, must bring their guest pass or card to the Circulation desk in order to purchase pages. Unused prints will remain on Library

cards as a credit. Unused prints on a guest pass expire at the end of the business day and are non-refundable. In general, patrons may not bring paper from home. Patrons are responsible for unintended multiple copies.

9. Closing procedures for all computers begin 15 minutes prior to Library closing and all computers will be automatically shut down 10 minutes before closing.

10. The Internet is an unregulated electronic medium and therefore may contain material of a controversial nature. Therefore, the following policies and procedures have been established for ADULTS, YOUNG ADULTS, and CHILDREN. The Library stresses that it is always the parents' responsibility to monitor their YOUNG ADULT'S and/or CHILDREN'S Internet activities within the Library. The South Country Library assumes no responsibility for the content, quality, accuracy or currency of any information accessed via the Internet.

11. Internet use is available to South Country Library ADULTS, YOUNG ADULTS, and CHILDREN at terminals in each of these respective departments. At South Country Library, ADULTS will be defined as patrons that are 18 years of age and older. YOUNG ADULTS will be defined as patrons that are in 6 th grade through 12 th grade and are under the age of 18. CHILDREN will be defined as patrons aged birth through 5 th grade.

#### **ADULTS:**

12. Use of Internet stations in the ADULT Reference section is limited to a total of 4 ½ hours (270 minutes) per day for South Country Library patrons with their card, or two 60 minute sessions for ADULTS needing guest log-ins, on a first come, first served basis. The length and/or number of sessions may be limited if demand warrants. Internet sessions are automatically timed-out when a patron is absent from his/her computer for more than a few minutes.

13. An ADULT patron with a valid South Country Library card in his/her own name may use computers in the Adult Reference section.

14. An ADULT patron who requests Internet access but does not have a valid South Country Library card with them, or is an out-of-district ADULT, may be issued a guest log-in for such access if a computer is available. However, such access is at the discretion of the Reference staff. Currently, guest log-ins will be set for 60 minutes per session with two 30 minute extensions possible, given at the discretion of the Library staff. There is a two-session per day limit with an hour in between sessions. These policies may change from time to time as a function of overall computer usage changes. Users requiring a guest pass must first sign in at the Reference desk.

15. If all ADULT computers are in use in the Reference section, a Librarian may assign an ADULT to a computer in the YOUNG ADULT section if available. However, during peak hours of YOUNG ADULT use (generally between the hours of 2PM and 7PM, Monday through Friday), the YOUNG ADULT section may be reserved for YOUNG ADULTS at the discretion of Library staff.

16. No more than two patrons may be at an Internet terminal at a time.

## **YOUNG ADULTS:**

17. A YOUNG ADULT patron may use a computer in the YOUNG ADULT section of the Library independently provided that he/she has a valid South Country Library card in his/her own name *with* signed Internet permission from his/her parent or guardian. To obtain Internet permission, parents/guardians must sign the Internet permission statement at the Circulation desk at the time of, or subsequent to Library card application.

18. A YOUNG ADULT must present his/her own Library card to a Librarian at the Reference desk in order to use the Internet computers.

19. If a YOUNG ADULT does not have his/her own Library card, or his/her parent or guardian did not sign the Internet permission statement, or if the YOUNG ADULT is an out-of-district patron, he/she may be issued a YA guest log-in but *must* be accompanied by a parent/guardian at all times in order to use the Internet computers. The parent/guardian must sit next to the YOUNG ADULT in the YOUNG ADULT computer section during the length of the YOUNG ADULT'S computer session. If the parent/guardian also wants to use a computer and is eligible to do so, he/she may sit at a computer next their child in the YOUNG ADULT section, provided that a computer is available as outlined in paragraph 15. If a YOUNG ADULT does not have his/her own Library card and cannot be accompanied by a parent/guardian at all times and wishes to use the computer for educational purposes, i.e. homework and research, he/she may be issued a YA guest log-in for such purposes only.

20. YOUNG ADULTS may use the computers on a first come, first served basis and are limited to two Internet sessions per day. Each session will be no longer than 90 minutes. Internet sessions are automatically timed-out when a patron is absent from his/her computer for more than a few minutes (i.e. bathroom break). Individual computer sessions may be extended at the discretion of the Reference staff if educational or research work is being done and there is no one waiting.

21. No more than two YOUNG ADULTS are permitted at any computer (no crowding, no grouping, no standing, etc.). The YOUNG ADULT signed-in to the computer is responsible for the number of people at the computer and may be asked to leave if this rule is not followed. The 2 nd person at a computer may be asked to leave at the discretion of the Librarian.

## **CHILDREN:**

22. CHILDREN may use a computer in the CHILDREN'S section of the Library independently provided that he/she has a valid South Country Library card in his/her own name *with* signed Internet permission from his/her parent or guardian. To obtain Internet permission, parents/guardians with a valid South Country Library card must sign the Internet permission statement at the Circulation desk at the time of, or subsequent to Library card application.

23. If a CHILD does not have Internet permission, he/she may be issued a guest log-in but *must* be accompanied by a parent/guardian at all times in order to use the Internet computers. The parent/guardian must sit next to the CHILD during the length of the CHILD'S computer session.

24. CHILDREN may use the computers on a first come, first served basis and are limited to two Internet sessions per day. Each session will be no longer than 60 minutes and there will be a one hour timeout period between sessions. Internet sessions are automatically timed-out when a patron is absent from his/her computer for more than a few minutes (i.e. bathroom break). Individual computer sessions may be extended at the discretion of the Children's staff if educational or research work is being done and there is no one waiting.

25. No more than two CHILDREN are permitted at any computer (no crowding, no grouping, no standing, etc.). The CHILD signed-in to the computer is responsible for the number of people at the computer and may be asked to leave if this rule is not followed. The 2<sup>nd</sup> person at a computer may be asked to leave at the discretion of the Librarian. Each CHILD seated at a computer must have signed Internet permission on record by a parent/guardian or must be accompanied by his/her parent or guardian as provided in paragraphs 24 and 25.

26. South Country Library reserves the right to withdraw permission to use the Internet at the library if a patron acts in manner that is not consistent with, or that is in violation of library policies. Session time allotments, and permitted number of sessions per day, may need to be adjusted at the discretion of Library staff to meet the changing needs of the public computer users. All changes will be publicly posted in the corresponding department.

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