

# TECHNOLOGY

## **PHOTOCOPIER and PRINTER**

The Library copier and printer are intended for Library patrons and Library computer use. The first 3 pages are free of charge. The cost to copy additional materials is 10 cents per printed page. There shall be no charge for papers being faxed for school-related business.

In the event of paper jams, toner issues, or other malfunctions, only Library staff shall attempt to provide satisfactory assistance.

## COMPUTER USE

Computers are available to patrons of the Philmont Public Library (Library) on a first-come, first-served basis, but if other patrons are waiting, use will be limited to 90 minutes per person. Library business will take precedence over patrons' use. Patrons must sign in using the "Smart Accessing Manager" (SAM) system.

Library staff shall be available for general assistance in using computers. However, the staff shall not be expected to train patrons in the use of application programs.

Children aged 12 and under require permission and supervision of a parent or guardian while using the Library computers.

Devices attached to computers such as a computer mouse and USB cards must stay in place and not be removed or switched to other computers.

Computers shall not be used in a manner disruptive of other people's work. If the computer being used is equipped with sound, headphones must be used. Headphones are available to be borrowed at the front desk, and must be returned after each use.

The Library assumes no responsibility for the safety of personal equipment or its security, data files, or configurations while connected to the Library's wireless system.

Users may not change the settings of Library computers without the express permission of the Library staff.

Tampering with/disabling of the Library's computer hardware or software, or introducing viruses is strictly prohibited.

The Library's computers are to be used for lawful purposes only. In accordance with federal and state laws and regulations, patrons are not permitted to use terminals for any illegal or criminal purpose, including, but not limited to, accessing child pornography or other legally obscene materials (as defined in NYS Penal Law Section 235.00), harassment or stalking, theft, or seeking unauthorized access to computer systems. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through electronic information systems, or which encompasses any activities by a user found to be illegal, or any consequences thereof. Serious or repeated violations of the Computer Use Policy may result in suspension of Library services.

## **INTERNET USE**

In keeping with its Mission to serve the community by providing information through various media, the Library offers access to the Internet via computers, as well as wireless Internet access on patrons' own devices.

The New York State Library (NYSL) provides users with access to the Internet. The Internet is a global electronic network that provides dynamic resources and facilitates communication. The Library staff cannot control access points that often change rapidly and unpredictably. Users are responsible for the choice of sites that they visit, but must follow Library rules regarding activities that are not allowed.

NYSL is not responsible for the content, timeliness, accuracy, or usefulness of information accessed via the Internet. Use of any information obtained is at the user's risk.

NYSL is not responsible for any damages resulting from information downloaded on disks.

Use of NYSL's computer systems does not provide the user with any expectation of privacy. Using interactive services such as online payment of bills or purchase of materials involves discretion on the user's part regarding the security of such information. NYSL does not accept responsibility for any personal information that is transmitted over the Internet.

Library staff may not be able to assist patrons with detailed word processing and e-mail questions.

Customers may bring in their own disks, CD's, or flash drives. Disks, CD's, and flash drives brought in by customers must be scanned for viruses.

Assignment of particular terminals for public use is at the discretion of the Library staff.

The Library shall operate in compliance with the Children's Internet Protection Act (CIPA). However, the Library does not monitor and has no control over the information accessed through the Internet, nor does the Library have complete knowledge of what is on the Internet. The Library is not responsible for the supervision of a minor's use of the Internet. As with other Library materials, a minor's use of the Internet is the responsibility of the parent/legal guardian.

Library computers with Internet access are located in public areas shared by patrons of varying ages, background and sensibilities. Individuals are asked to be considerate about accessing potentially controversial information and images.

Patrons may not use Library computers or its internet access for spamming.

All rules of copyright and personal property must be honored. Information in the form of text, graphics, music, video, software, and other media retrieved or utilized electronically should be considered protected.

Patrons may download to a flash drive. Users may not install software on Library computers.

## **WIRELESS INTERNET USE**

The Library's internet connection provides patrons with free wireless (Wi-Fi) internet access. The wireless connection is a public service offered by the Library. It is not a secure form of connection.

Patrons' use of the Library's wireless connection shall constitute their agreement to abide by the Library's "Computer Use" policy, "Internet Use" policy, and the following stipulations:

1. Patrons shall refrain from using the Library's wireless service as a permanent connection.
2. Patrons shall assume all risks associated with using the connection. They shall not hold the Library or its employees responsible for any damage caused to the users' hardware or software.
3. Patrons shall accept responsibility for configuring their own equipment.
4. Patrons shall acknowledge that the Library cannot guarantee that service will be available at any specific time.

Provision of wireless internet access shall be completely at the discretion of the Library. It may be blocked, suspended, or terminated at any time for any reason including, but not limited to, violation of this policy, actions that may lead to liability for the Library, violation of applicable laws or regulations, or disruption of access to other users, networks, or third parties.

Each time patrons use the Library's wireless access, they shall be accountable for reviewing all terms of this policy.

The Library may revise these terms of service at any time.

## **FAX MACHINE**

The Library's fax machine is available to patrons. The charge for the first page faxed shall be \$1.00. The second page shall be complimentary; three or more pages shall be \$.50 each. A cover sheet shall be provided at no charge. There shall be no charge for papers being faxed for school-related business.

Patrons shall ask assistance from the Library staff before using the fax machine.

## **SHREDDER**

A shredder is available to patrons for items generated in the Library. It will also be available for patrons' private use every Wednesday from 12:00 to 1:00 and every Saturday from 10:00 to 11:00.



