Upper Saddle River Public Library

245 Lake Street
Upper Saddle River
New Jersey 07458
Telephone: 201-327-2583
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Public Computer and Internet Use Policy

General Rules
1. Public computer use is limited to New Jersey residents. Patrons who do not reside in New Jersey should see the librarian on duty.
2. The Library's wireless internet service is available to all patrons of the Library.
3. Upper Saddle River residents have priority on all public computers.
4. The Library has installed software on public computers for the protection of the patron. Any patron diverting the software will be prohibited from using the computers.

Public Computer Procedures
1. A patron may sign in on an available public computer with a valid BCCLS library card. Patrons should consult the librarian on duty if they do not have a valid BCCLS library card.
2. Computer use is initially limited to a 60 minute session.
3. If no one is waiting to use a computer at the expiration of a session and with permission from the reference librarian, a session may be extended for an additional 30 minutes. There is a 90 minute daily limit for public computer use.
4. Please note: public computers automatically shut down **15 minutes** before the library closes.

Printing
1. Printing is available from the public computers in the Adult section of the Library.
2. The cost is **10¢ per page, BLACK INK only.** If color printing is needed, please consult a librarian.
3. Please use Print Preview on the computer to avoid paying for unwanted pages.
4. Public computers print to the copier next to the front desk. Patrons must see a staff member to pay for printing and have a print job(s) released.

Responsibilities of Library Staff and Users
Library staff will not monitor a user's computer or internet use, except for length of use to ensure equal opportunity of access for everyone. A parent/guardian is responsible for a minor's computer and internet use at all times.

The Library reserves the right to terminate a computer or internet session that disrupts any library services or involves user behavior that violates the Library's Rules of Conduct and Patron Policy.

Disclaimers
The Library will make every effort to maintain computers and internet access for all hours the Library is open to the public. The Library will have no liability, however, if the service becomes temporarily unavailable for technical reasons.

The Library is not responsible for damage to users' flash drives or for any loss of data, damage, or liability that may occur from use of the Library's computers or internet.

Response to Violations
Access to the Library's computers or internet is a privilege, not a right. Failure to comply with this policy will result in the forfeiture of the user's right to access the public computers and internet.

The Library reserves the right to modify the policies as necessary to ensure the fair and reasonable use of its computers and the internet.

The Library maintains no record of patrons' internet use.

The Library may keep a record of patrons violating this policy.

Approved Board of Trustees 12.19.2018