

Public Computer and Internet Use Policy

Public access to the Internet is available to all users of the Upper Saddle River Public Library (the "Library") on Library-owned computers and/or through a wireless connection for personal laptop computers and other mobile devices. The Library provides internet access to support and expand the Library's role in providing information and educational resources in many formats. Anyone using the Library's Internet access is required to review and agree to the Library's Internet Use Agreement before using the Internet at the Library.

Internet Access

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 aligns with the Library's mission. 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. All users are expected to use the Library's wireless access in a legal and responsible manner, consistent with the education and information purposes for which it is provided.

As with most public wireless networks, the Library's wireless network is not secure. Any information transmitted to or from the Library can potentially be intercepted by others. All wireless users should have up-to-date virus protection on their laptop computers and wireless devices. The Library cannot guarantee that all devices will work with its wireless access points.

Use of the Library's wireless network and its electronic devices are each at the risk of the user. The Library is not responsible for information that is compromised, or for any damage caused to hardware or software.

Internet Use Agreement

Anyone making use of the Library's Internet access is expected to use the Internet in a responsible and courteous manner, consistent with the purposes for which it is provided and to follow all rules, regulations and procedures established for its use.

Anyone who accesses the Library's network must:

1. Recognize that public workstations and laptops must be used in a manner that respects the rights of others and therefore should refrain from activity that prevents others from using the Internet at the Library.
2. Not use the Internet for an illegal activity or purpose.
3. Not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Library, or licensed to the Library.
4. Not damage or alter the setup or configuration of the equipment or software used to access the Internet at the Library.
5. Refrain from the deliberate or reckless propagation of computer worms, malware or viruses.
6. Refrain from the transmission of threatening, harassing, violent, obscene or abusive language or images using the Internet, mobile applications or email.

7. Refrain from displaying, transmitting and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as illegal harassment or as defamatory.

Public Workstation Computer Guidelines and Procedures

1. Public workstations computers are available to use on a first-come basis. You may sign in on a computer not being used with your valid BCCLS library card. Those who do not have a BCCLS library card should see the reference librarian for a guest pass.
2. Upper Saddle River residents have priority on all public computers.
3. Computer use is initially limited to a 60 minute session. If no one is waiting to use a computer at the expiration of your session and with permission from the reference librarian, you may use the computer for an additional 30 minutes. There is a 90 minute daily limit for public computer use.
4. The Library has installed software on public computers for the protection of the patron. Any patron diverting the software will be asked not to use the computers.
5. Patrons registering to use a computer should have an operating knowledge of computer skills needed (i.e. familiarity with Windows and the Internet). The Library staff may assist, time permitting, but they cannot provide individual tutoring on computer use.
6. There are separate computers reserved for adults (ages 18+) and for young adults (Grade 6 and up).
7. Users may not alter or attempt to alter the setup or configuration of Library computers (including software and peripherals).
8. Please note: public computers automatically shut down 15 minutes before the library closes.

Laptop Computer Usage Procedures and Guidelines

1. The Library has laptops for use by Upper Saddle River cardholders only. Laptops may be checked out at the circulation desk *for use inside the library* only by patrons presenting a library card in good standing.
2. Computer use is initially limited to a 60 minute session. If no one is waiting to use a computer at the expiration of your session and with permission from the reference librarian, you may use the computer for an additional 30 minutes. There is a 90 minute daily limit for public computer use.
3. If the device malfunctions while a patron is using it, the patron must immediately alert someone at the circulation desk. Do not attempt repairs, adjustments or alterations of any kind. The device must be returned to the desk no later than 15 minutes before the Library is to close, regardless of the time it was checked out. The laptop should be returned to the desk still powered ON. It will be checked for damage before it is discharged from a patron's library card.
4. The borrower is responsible for any damage done to the device, as well as theft if the borrower leaves the device unattended.
5. If a patron removes a laptop from the library, the fine is \$25 per day and suspension of all library borrowing privileges until the device is returned. Failure to return a laptop to the library constitutes theft and the library will pursue prosecution to the fullest extent of the law.

6. The library laptops are shared. The borrower is responsible for signing out of all accounts and deleting all files/downloads before returning the laptop.

Printing

1. Printing is available from the public computers in the Adult section of the Library and from the laptops. Printing may also be available from devices connected to the Library's wireless network.
2. The cost is 10¢ per black and white page and 25¢ per color page.
3. Print requests are stored in a centralized kiosk located by the copier station. A print request will not be released until the correct payment amount is added to the pay station located by the copier.
4. All print requests are printed through the Library's copier.

Responsibilities of Library Staff

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. Staff will offer assistance to Library users with use of the Internet and Library-supplied technology, including suggestions for effective search strategies.

Use of Computers and the Internet by Minors

The Library affirms the right and responsibility of parents and legal guardians to determine and monitor their own children's use of Library materials and resources. Parents or guardians are responsible for information selected and/or accessed by their children via the Internet. The Library has neither the right nor the responsibility to act in place of a parent or guardian (in loco parentis) and assumes no responsibility for the use of the Internet by minors.

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.

Users must supply their own electronic storage devices and assume the risks inherent in saving from a publicly-shared workstation. The Library is not responsible for any damage done to Library users' data, hardware or software by any virus, malware or other harmful code that may have been contracted on or through Library equipment.

Enforcement

Access to the Library's computers or internet is a privilege, not a right. Violation of the policies and regulations that govern the use of the Library's Internet resources may result in suspension or loss of the privilege to use the Library resources pursuant to the Library's Code of Conduct and/or the Library's Enforcement Policy and Procedure. Illegal activity involving the Library's Internet resources may also be subject to prosecution by the appropriate authorities.

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.

The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. The Library makes no guarantee, either express or implied, with respect to the quality or content of the information available on the Internet.

The Library reserves the right to ask users to discontinue the display of information and images that cause a disruption or discomfort to others using the Library.

Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use and, therefore, should be considered public.

The Library maintains no record of patrons' internet use.

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