Cortland Free Library

Books are just the beginning!

Policy Category: **Technology**
Policy Title: **Computer Use & Internet Access Policy**

Need for Policy: Cortland Free Library is committed to providing internet access to enhance its existing collections and to provide all patrons with the opportunity to use the internet. For this purpose, the Library makes Internet-connected computers available to all patrons.

Policy:

- **Access**

  Library computers and internet access are available on a first-come, first-served basis. Because of the limited number of public access computers, the library reserves the right to enforce rules to provide equitable internet access for all patrons.

  To use one of the Library's computers, patrons are required to show their Finger Lakes Library System library card and to have an account in good standing. Library card numbers cannot be shared.

  Anyone without a library card will be encouraged to sign up for one. Otherwise, at the discretion of the library staff, one guest pass per day may be issued.
  - Guests age 13 and up are required to show current, valid photo ID with their birthdate.
  - Guests age 12 and younger will receive a guest pass for filtered access only.

  Each person using a library public computer is generally limited to two 30-minute sessions per day. Depending upon circumstances and availability, staff may, at their discretion, allocate additional sessions.

  The library's computers are set up for use by a single individual. A maximum of two persons may sit/work together at any one computer, except when a parent/guardian is with children.
  - Computers in Adult Services are reserved for people 18 years and older.
  - Computers in Youth Services are reserved for people under the age of 18 and their accompanying caregivers.
  - Any person under the age of 18 must have a parent or legal guardian complete the Library's Parental Permission Agreement for Internet Use which will be recorded on the patron's electronic record and the hard copy kept on file in Youth Services.

  WiFi information is provided in our Wireless Access Policy.

- **Internet Filters**
  The Cortland Free Library complies with state and federal law mandating the use of filtering software in public libraries. It employs filtering software to protect against the visual depiction of pornography, obscenity, and child pornography. No filtering software is totally accurate. Filters may block material that is appropriate in a public library setting or they may fail to block access to illegal or objectionable material.

- **Software:**
  Patrons using a library's computer may access preinstalled software and web-based content permissible by law and this policy. Downloading and/or installing software, using file transfer protocol, configuring e-mail or other software settings on the library's computers are not permitted.

- **Files:**
  Patrons may save files to external or cloud-based storage, send files to their personal email accounts, or print documents for a fee at designated workstations. Patrons may not, however, permanently save personal files to computers or the Library's network.

  The Library is not responsible for damage to personal media or for corruption of data, including damage caused by mechanical malfunction or corruption caused by virus or spyware infection while using Library computers.

- **Printing**
  Patrons may print from designated workstations. There is a fee for printing. Rates are posted by the printer and are also available by request at the Adult Services circulation desk.

- **Confidentiality and Privacy**
  While Cortland Free Library does not capture, disclose, or disseminate the personal information of any patron, absolute privacy for patrons using electronic resources cannot be guaranteed. The Internet is not a secure medium and third parties may be able to obtain information regarding users' activities. The Cortland Free Library will not release information on the use of specific internet resources by members of the public except as required by law or necessary for the proper operation of the library.

Responsibilities:

- **Patron Responsibilities**
  - Each individual is responsible for his or her own appropriate use of the Internet in a public place. The Library does not monitor nor can it control the content of the Internet. Not all sites provide accurate, complete, or current information. Some access points carry information that a user might find controversial or inappropriate. Therefore, patrons use the internet at their own discretion and should carefully assess the validity of information found on the internet.

- As with any library resource, parents and guardians are responsible for supervising their children's use of the Internet. Any restriction of a minor child's access is the responsibility of the parent/guardian, not the library staff.
- Using headphones when listening to audio content, and keeping the volume low to avoid disturbing others.

- **Staff Responsibilities:**
  - Library staff will help patrons with logging in and computer basics, if needed and time permits. More extensive one-on-one instruction should be scheduled at the circulation desk.

Compliance:
Use of the Library's public computer and/or internet access constitutes acceptance of this policy.

Those in violation of the policies and regulations that govern the use of the Library's resources will be given a copy of this policy and the *Patron Code of Conduct* and asked to comply immediately. Noncompliance with the above rules and/or our *Patron Code of Conduct* may result in the suspension or permanent loss of computer privileges. Any illegal activity involving the Library's resources will be subject to prosecution by the appropriate authorities.

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