

AMITYVILLE PUBLIC LIBRARY

PUBLIC ACCESS COMPUTER POLICY

To further its Mission and Roles, particularly the Role of Technology Center, the Amityville Public Library will provide Public Access Computers for its patrons. Understanding that this is a valuable, but limited, resource, every effort will be made to ensure that equitable and timely access will be provided to all patrons.

1. Any Amityville Public Library card holder in good standing may use Public Access Computers. Loss of library-card-holder-in-good-standing status will result in denial of access to Public Access Computers.
 - a. Patrons must register at the Reference Desk, Children's Desk or other designated station prior to using any computer, excluding On-Line Public Access Catalogs. Registrants without an Amityville Public Library card will be accorded "guest" status.
 - b. Use of computers in the Children's Department will be limited to patrons in 6th grade or younger. They may be accompanied by a parent, guardian, care taker or babysitter.
 - c. Use of computers in the Adult Department will be limited to patrons in 7th grade and older.
 - d. No more than two patrons may use the same computer at the same time.
 - e. A "guest", defined as a non-resident or anyone not presenting an Amityville Public Library card, may use the Amityville Public Library Public Access Computers if they have good-standing status in their home library. Priority will always be given to Amityville Public Library patrons, therefore, non-resident users may not place their name on a waiting list and the non-resident will be the first person to have their access terminated should a waiting list develop.
2. As Public Access Computers are limited, patrons must be courteous of other users and observe the following guidelines:
 - a. Time limit on reference and information workstations is 15 minutes. The time limit on other workstations, including Internet and Word Processing, is one hour. There will be no extension of the time limit during after school hours Monday through Friday from 3 to 7 p.m. At other times one extension may be granted if no other patron is waiting to use the computer(s)

- b. If a waiting list develops, patrons who have already completed their first hour of use will be required to terminate their usage.
 - c. Do not save or store information, programs or files on the hard (c:) drive.
 - d. Do not use supplies which may damage equipment. Patrons who knowingly cause damage to equipment may be assessed repair and/or replacement fees.
 - e. If a patron does not have their own disc or data storage device, one may be provided at a cost to be determined by the Library Director. Availability of supply is not guaranteed.
 - f. The Library Director, or his/her designee, is authorized to enact procedures to facilitate application of this policy in a fair and equitable manner.
3. Library Staff will offer basic assistance (log on/off, print, save), however, staff cannot offer instruction in use of the Internet, Word Processing or other programs. Staff will offer instruction for use of reference workstations including Suffolk E-Resources, the data bases contained therein and other reference tools.
4. To provide access to all patrons, the Library has equipped at least one workstation with adaptive software for patrons with visual disabilities. Priority in use of the adapted workstation(s) will be given to those patrons who would otherwise not be able to utilize the Public Access Computers.
5. The person registered to use the computer is responsible at all times for its proper use.
6. Patrons who utilize the Internet should be aware that the Amityville Public Library has no control over this research tool and assumes no responsibility for its content, quality, accuracy, or currency. The Internet may contain materials of a controversial nature. It is the responsibility of parents to monitor their children's selections.
7. Any use of this service for unlawful purposes is prohibited. An example of an unlawful purpose as specified in the *New York State Penal code, §245.11*, appended as part of this policy, is the "public display of offensive sexual material...in any place accessible to members of the public without fee or other limit or condition of admission."

8. Attempts to degrade, disrupt or destroy system, network, or computer performance are prohibited.
9. Public Access Computers may not be used for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.
10. Any attempt to harass other users or interfere with their work, or use of the system to do so, is prohibited.
11. Copying commercial software is in violation of copyright laws.
12. Regular maintenance of the network and all computers within the Library is required to maintain its integrity and minimize any potential problem(s). The Library reserves to right to limit access to any or all computers for the purpose of upgrade, repair or other maintenance purpose.
13. Final determination of the application of the above rules rests with the Director or his/her designee, generally, the Librarian on duty.
14. Failure to comply with the Public Access Computer Policy may result in suspension of computer privileges.
15. In addition to this Policy, rules and guidelines established in other Library Policies, including the Amityville Public Library Internet Policy and Maintenance of Public Order Policy, will be applicable to patrons accessing the Internet in the Library.
16. Public Access Computers, Internet and attendant electronic services are an extension of Amityville Public Library services as defined in the Library's Mission and Roles statement. As such, the Library reserves the right to utilize available means, including "filters", to provide the tools and resources which will best allow the Library to fulfill its Mission and Roles within the guidelines established in all other Library Policies including the Library Materials Selection Policy

Adopted 6/19/01; Revised 6/26/05; Revised 9/20/07 - effective 10/1/07; Revised 6/18/09;
Amended 6/23/11 - Effective 7/1/11

RESOLUTION

Be it resolved that the Amityville Public Library will utilize existing technologies, such as filtering software, or other future tools as they develop, to best meet the Library's Mission, Roles and Policy. The Amityville Public Library considers Internet use to be an extension of Reference and other traditional library services. To the greatest extent possible, the Library will facilitate free and open access to the Internet and other attendant electronic services. The Library, however, will not facilitate access to sites that are unlawful under the New York State Penal Code and other legislation or policy. This resolution will be appended to the Library's Public Access Computer Policy.

Adopted April 22, 2004