

AMITYVILLE PUBLIC LIBRARY

PUBLIC ACCESS COMPUTER AND ELECTRONIC DEVICES POLICY

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

Section I. Public Access Computers

1. Any Amityville Public Library card holder in good standing may use Public Access Computers. Loss of library-card-holder-in-good-standing status may result in denial of access to Public Access Computers.
 - a. Patrons must register at the Reference Desk, Children's Desk or other designated reservation station prior to using any computer, excluding On-Line Public Access Catalogs. Registrants without an Amityville Public Library card may 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 be given to Amityville Public Library patrons, therefore, should a waiting list develop, the issuing of "guest" passes may temporarily be halted; time extensions will not be allowed until the waiting list has been accommodated.
2. As Public Access Computers are limited, patrons must be courteous of other users and observe the following guidelines:
 - a. The Library reserves the right to set time limits as needed.
 - b. If a waiting list develops, guests or patrons who have already completed their first

hour of use may 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 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 assistance in use of the Internet, Word Processing or other programs, however, staff may not offer in-depth instruction on use of those and other programs. For example, staff may assist patrons in retrieving forms for government, school or other purposes, or Word templates, such as for resumes or reports. Staff may assist patrons in navigating through forms and templates. Staff may not assist the patron in typing or creating content for the forms, resumes or reports. Due to time constraints Library staff cannot provide more than basic instruction.
4. The patron is responsible for creating and maintaining their own password and security question(s). Library staff do not keep a record of such information.
5. Staff will offer instruction for use of reference workstations including Live-brary Resources, the data bases contained therein and other reference tools.
6. To provide access to all patrons, the Library will equip at least one workstation with adaptive software for patrons with visual disabilities in addition to adaptive software available through Microsoft products. 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.
7. The person registered to use the computer is responsible at all times for its proper use.
8. 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.
9. 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.”

10. Attempts to degrade, disrupt or destroy system, network, or computer performance are prohibited. This includes attempts by patrons to connect their personal devices to the Ethernet (plugging their device into the Library computer) and/or downloading software.
11. Public Access Computers may not be used for commercial purposes, defined as offering or providing goods or services for a fee.
12. Any attempt to harass other users or interfere with their work, or use of the system to do so, is prohibited.
13. Copying commercial software is in violation of copyright laws.
14. 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 the right to limit access to any or all computers for the purpose of upgrade, repair or other maintenance purpose.
15. Final determination of the application of the above rules rests with the Director or his/her designee, generally, the Librarian on duty.
16. Failure to comply with the Public Access Computer Policy may result in suspension of computer privileges.
17. 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.
18. 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.

Section II. Electronic Devices

1. Unless otherwise noted, all rules pertaining to Public Access Computers also pertain to usage of Electronic Devices.

2. Use of electronic devices, such as iPads and Google Tablets, is available to patrons without the need for making a reservation or registering with a staff member.
3. Electronic Devices in the Children's Department are for use by patrons infant through 6th grade; Electronic Devices in the Adult Department are for use by young adult and adult patrons, 7th grade and up.
4. In order to allow patrons to share these resources the following rules apply:
 - a. Use is limited to one (1) hour per day
 - b. No patron should spread their personal belongings around to the extent that it interferes with other patrons' workspace
 - c. Use is intended for one person per electronic device
 - d. The Electronic Device station is considered a quiet work area (no talking, headphones must be used, etc.)
 - e. The Library has many other areas for studying, reading or browsing, therefore, work stations for using Electronic Devices may not be used for other purposes.

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; Amended 6/21/12; Revised 9/17/14; Amended 9/17/15;
Amended 9/15/16

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