

**COMSEWOGUE PUBLIC LIBRARY  
ADULT DEPARTMENT  
INTERNET ACCEPTABLE USE POLICY**

The Comsewogue Public Library recognizes that the Internet has become an essential research and educational tool. The Internet offers access to many valuable local, national, and international sources of information. However, it is a fluid environment with the content and format of information constantly changing. Some information on the Internet may be inaccurate, incomplete, dated, or offensive to some users. You must evaluate the validity and appropriateness of the information found.

No child under 18 years of age may access a computer in the Adult Department. No child under 18 years of age may be at the Adult Department Computers without a parent or guardian. Please visit the Children's and Youth Services Department for access to the Children and Teen computers. The Comsewogue Public Library cannot guarantee that children and youth will never access/view inappropriate web sites. We recommend that parents / legal guardians take an active interest in, and responsibility for their children's Internet use.

Prior to accessing the Internet at the Comsewogue Public Library Internet Stations, users shall be required to indicate their agreement that Library computers shall not be used to display, print, transmit or distribute threatening material; expressions of bigotry, racism or hate; obscene or sexually provocative material.

The Comsewogue Public Library assumes no responsibility for costs, liabilities, claims, or damages arising from the use of the Internet.

It is recommended that you use caution when entering any and all personal information into a public access computer. The library is not responsible for any financial loss that may occur while using the public access computers. This includes but is not limited to, loss due to improper use of online financial tools, personal information intercepted while being transmitted and identity theft.

Library staff will assist patrons with the Internet use as time permits, but cannot offer personal instruction.

Usage is limited to provide greater access for all patrons. Suffolk County library cardholders with a valid library card have a limit of 60 minutes per session. Time can be extended if no one else is waiting. Suffolk County cardholders with a valid library card may receive an unlimited number of sessions per day. Differences in some Suffolk County library's policies may limit access. Guest users have a limit of 60 minutes with one 15 minute extension. No other extensions will be given. Guest users are permitted to have two sessions per day. Express station users have a limit of 15 minutes with no time extensions. Ending a session early forfeits the remaining time for that session. Inactive and unlocked computers will log you off automatically after 10 minutes. Use the lock feature if you need to step away from your computer. Locked computers will continue to use the allotted time. 15 minutes prior to the library closing the computers will automatically log you off after several warnings. Guest computers are chosen at random. Computer workstations are designed for one person. The scanner is accessible to Suffolk County library cardholders or guest users. A 30 minute session will be given with unlimited sessions per day.

All workstations log-off and restart at the end of a session erasing all activity from that previous session. You will not be able to recover any work saved on the computer after your session is over. Save your work onto a USB flash drive, a cloud storage service (ex. DropBox) or email your work to yourself. These computers do not provide access to the CD-ROM drive. Please plan your work sessions accordingly. Computer users must be considerate of nearby patrons and use headphones while using applications that require sound, such as audio/video players, or turn the volume off. Headphones are available for purchase at the circulation desk.

Black and white (single and double sided) printouts are .10 per page. Color (single and double sided) printouts are \$.25 per page. Print jobs are sent to a print-release station where they are paid for prior to printing. As there will be no refunds, please use print-preview to ensure that your print job prints as you expect it to. This can be done during or immediately following your work session. All print outs must be printed and paid for before closing. Please plan your work sessions accordingly.

Users create, store, and use personal files at their own risk. The Library is not responsible for the loss and/or damage of personal electronic documents, USB drives, diskettes, and/or files.

The computers are configured for use in a public setting with the appropriate software. Users may not install their own or any other software on the public access computers.

Misuse or abuse of this computer or Internet Acceptable Use Policy will result in the loss of your Internet Access privileges.

By clicking on the 'Accept' button, you are indicating that you have read and understand the Comsewogue Public Library's Internet Acceptable Use Policy.