



## COMSEWOGUE PUBLIC LIBRARY

### COMPUTER & INTERNET ACCEPTABLE USE POLICY

All users of CPL computer and internet services (henceforth called 'Services') agree to and must comply with this Acceptable Use Policy (AUP). Comsewogue Public Library (CPL) does not exercise editorial control or review over the content of any web site, electronic mail transmission, paper printout, newsgroup, or other material created or accessible over or through the Services. However, CPL may remove, block, filter, or restrict by any other means any materials that, in CPL's sole discretion, may be deemed illegal; may subject CPL to liability; or which may violate this AUP. CPL may cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong. Violation of this AUP may result in the suspension or termination of either access to the Services and/or to CPL.

The following constitute violations of this AUP (this list is intended to be illustrative and not exhaustive; other uses may violate the AUP and CPL remains the sole and final arbiter of acceptable usage of its Services):

- **Displaying, printing transmitting and/or distributing**
  - **threatening material**
  - **expressions of bigotry, racism or hate**
  - **obscene or sexually provocative material**
- **Illegal use**
- **Harm to minors**
- **Harassment**
- **Fraudulent activity**
- **Forgery or impersonation**
- **Unsolicited commercial email/Unsolicited bulk email**
- **Copyright or trademark infringement**
- **Collection of personal data**
- **Network disruptions**
- **High Volume, Server Hosting, and non-traditional end user activities**

CPL assumes no responsibility for costs, liabilities, claims or damages arising from the use of the internet.

CPL assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the Library.

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.

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, and/or files.

Users may not plug equipment into the Library's computer network. Use of electrical outlets on table-tops is permitted.

Usage is limited to provide greater access for all patrons. User sessions are 60 minutes long. Time can be extended with unlimited 15-minute extensions, and/or additional sessions granted, if no one else is waiting. 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 a user 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. 10 minutes prior to the library closing the computers will automatically log a user off after several warnings. Computer workstations are designed for one person.

All workstations log-off and restart at the end of a session erasing all activity from that previous session. A user will not be able to recover any work saved on the computer after a session is over. Save your work onto a USB flash drive, a cloud storage service (ex. DropBox) or email your work to yourself. Library computers do not have CD/DVD drives. If necessary, one can be provided for you at the nearest public service desk. Computer users must be considerate of people nearby 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, 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.

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.

See the Public Behavior Policy posted throughout the library for additional restrictions and expectations.

Library staff will assist users with internet access as time permits, but cannot offer personal instruction.

**CHILDREN'S & TEEN SERVICES DEPARTMENT:** While using the computers in the Children's & Teen Services Department, children in grade 2 and below must be supervised by an adult age 18 or older. Children in grades 3 through 12 are permitted to use these computers without adult supervision. An adult supervising their child in grade 5 and below may be permitted to use an available computer in the department, provided there is one next to their child. Should another child require the use of that computer, that adult must immediately forfeit their session. If an adult is viewing material on the Internet deemed inappropriate by a librarian, their session will be immediately terminated. Adults, over the age of 18, who are not supervising a child, must use a computer in the Adult Department.

**ADULT DEPARTMENT:** 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. Visit the Children's and Youth Services Department for access to the Children and Teen computers.

CPL reserves the right to revise, amend, or modify this AUP, and other Library policies and agreements at any time and in any manner without notice.

CPL SPECIFICALLY DISCLAIMS ANY LIABILITY FOR UNAUTHORIZED THIRD-PARTY SECURITY BREACHES OR THE RESULTS THEREOF. CPL PROVIDES ACCESS TO THE INTERNET AND THE CPL NETWORK ON AN "AS IS" BASIS WITH ALL RISKS INHERENT IN SUCH ACCESS. BY CONNECTING TO THE CPL NETWORK, THE USER ACKNOWLEDGES THE RISKS ASSOCIATED WITH PUBLIC ACCESS TO THE INTERNET OR DOCUMENT PRINTING AND HEREBY RELEASES AND INDEMNIFIES CPL FROM ANY DAMAGES THAT MAY OCCUR.

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

*Board adopted – May 21, 2019  
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