

YOUR HOME PUBLIC LIBRARY POLICY

Policy #: 400-5

Effective Date: 05/12/2014

OPERATIONSInternet and Wireless Policy

STATEMENT: The Internet, as an information resource, enables library patrons to access a wealth of information beyond the confines of the existing collection.

PURPOSE: Patrons are warned that Your Home Public Library (YHPL) cannot ensure the availability or the accuracy of external electronic resources.

POLICY:

- I. Patrons will have a maximum of one hour per day to use electronic resources. This time may be extended at the discretion of the library staff if no other patrons are waiting to use the electronic resource.
- II. Computer equipment will be turned off 10 minutes before the library closes to allow time for proper shutdown steps and regular lock-up procedures.
- III. Basic instruction on the use of computer resources may be provided as time and staffing allows.
- IV. Anyone willfully damaging or disabling computer equipment and/or resources, or accessing sexually graphic materials, or refusing to comply with time limits, or otherwise creating a disruption to the use of electronic resources, will have their Internet privileges revoked. Illegal actions may be subject to prosecution. Internet patrons may not use the Internet to access sexually graphic materials, including but not limited to, those defined in Chapter 204 of the Code of the Village of Johnson City. Unauthorized access, including so-called hacking, and any other unlawful activities by any Library users are strictly prohibited.
- V. YHPL assumes no responsibility for any loss or damage to user's data, drives or disks, or for any personal damage or injury incurred as a result of using YHPL's computing resources, including damage or injury sustained from invasions of the patron's privacy. YHPL does not monitor and has no control over the information on the Internet. The YHPL assumes no responsibility for any loss or damages, direct or indirect, arising from its connections to the Internet or from any other use of its personal computing resources.
- VI. As with all library resources, patrons are advised to exercise their own critical judgment and discrimination when evaluating sites found on the Internet. Certain information may be inaccurate, misleading or offensive to some individuals.
- VII. To comply with the Children's Internet Protection Act (CIPA) and restrict access to online content that may be considered harmful to minors or offensive to adults, the YHPL employs technology protection measures (filters) on all computers with Internet access. Users must be cautioned that filters are not foolproof and due to technological limitations cannot obstruct access to all potentially harmful or offensive content. In addition, filters may block access to some legitimate or constitutionally protected material found on the Internet.
- VIII. **CHILDREN, PARENTS AND THE INTERNET**
 - A. Parents/guardians have the sole right and responsibility to decide what is appropriate for their child. YHPL does not act in loco parentis (i.e., in the place or role of the parent). Parents/guardians are responsible for the supervision of their child's Internet activity. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images.
 - B. The Library has taken measures designed to assist in the safe and effective use of the Internet, including:
 1. Employing technology protection measures (filters) on all computers offering Internet access;
 2. Developing and maintaining web sites designed for children and teens;
 3. Developing and providing training programs for staff and public on safe and effective Internet use; and
 4. Providing online and printed information about child safety and information on educational or recreational uses of the Internet.
 - C. To address the issue of the safety and security of minors (individuals who have not attained the age of 17) when using electronic mail, chat rooms and other forms of direct electronic communications, the Library recommends the following safety guidelines. Minors should:

1. Always ask their parents' permission before using their full name, address, telephone number, or school name anywhere on the Internet;
2. Always tell their parents or another adult they trust if they see something online that is frightening or that they do not understand;
3. Never respond to messages that make them feel uncomfortable or uneasy;
4. Never give out a credit card number or password online without parental approval; and
5. Never arrange to meet in person someone they have met online unless they discuss it with their parents and an adult accompanies them.

IX. USER RESPONSIBILITIES

- A. All Patrons who wish to use YHPL's public computers are required to meet borrower eligibility criteria. Borrower eligibility criteria is:
 1. an unexpired Four County Library System Card, and
 2. a Four County Library System Card which not blocked or barred from borrowing privileges or internet/computer usage.
- B. All Patrons who wish to use YHPL's public computers must ONLY use their own card. Usage of another patron's card for internet/computer use will cause the card to be barred from internet/computer use.
- C. All patrons must abide by the Library's Rules of Conduct and are expected to use Internet and/or personal computing resources in a responsible and orderly manner. Failure to comply with the policies and regulations that govern the use of the Library's Internet access and personal computing resources may result in immediate suspension of library privileges and, where necessary, civil liability and/or criminal prosecution. The following are prohibited:
 1. Damaging equipment, software, or data;
 2. Violating system security;
 3. Violating any legal agreement (e.g., software licenses);
 4. Violating any federal, state or local law (e.g., copyright, child pornography);
 5. Using personal software on Library equipment;
 6. Engaging in activities that may be judged as disruptive by Library staff or patrons; and
 7. User responsibilities are not limited to the above and may be subject to change.

X. GUEST PASSES

- A. Guest passes for using YHPL's public computers will be issued at the discretion of Library Staff. Criteria for obtaining guest passes are:
 1. The patron is an out-of-town visitor to the area, will only be in the area for a defined, short period of time and does not have a permanent residence in the area; OR
 2. This is the first time the patron has come to any of the 4CLS libraries and has never had a card. The pass is issued with the understanding that this is a ONE TIME courtesy;
- B. Patrons obtaining a guess pass must show picture ID and sign-in on the guest pass sheet;
- C. Patrons with multiple signatures on the guest pass sign-in sheet will be denied a guest pass. Unless they meet reasonable criteria defined in Section X, Subsection A1.

XI. WIRELESS ACCESS

- A. YHPL provides wireless access, enabling individuals who visit local libraries equipped with WiFi hotspots to use their privately owned computer equipment to access the Internet. Visitors who wish to use YHPL's wireless connectivity are not required to meet borrower eligibility criteria defined in Section IX, Subsection A. Wireless access does require the completion of a simple online registration process. All wireless access at any YHPL location equipped to offer that service is not filtered.
- B. Your Home Public Library (YHPL) provides free broadband wireless Internet access twenty-four hours a day, seven days a week to individuals. Users are expected to use the wireless network in a legal and responsible manner. Violation of federal, New York State or local laws, including but not limited to the

transmission of sexually graphic material or harmful material, fraud, hacking, spamming, and illegal downloading of copyrighted material is prohibited.

- C. Wireless access at YHPL is not filtered. However, by choosing to use this free wireless service you agree to abide by the YHPL Internet and Wireless Policy.
 - D. As the library is a public space, users are prohibited from using the network to access sexually graphic material as outlined in the YHPL Internet and Wireless Policy and the Village of Johnson City Code. Sexually graphic material is subject to the interpretation of the library staff. Violators will be asked to cease and persistence will result in denial of network access.
 - E. As with most public wireless networks, the connection is not secure. Any information being sent or received could be intercepted. Wireless users who choose to transmit their credit card numbers, passwords or other sensitive personal information while using the YHPL wireless network do so at their own risk
 - F. YHPL will not be responsible for any information that is compromised, or for any damage caused to an individual's hardware or software due to electric surges, security issues, viruses, hacking, spamming, phishing, or other causes. YHPL assumes no responsibility for the safety of equipment or for computer or other wireless device configurations, security, or data file resulting from connection to the YHPL wireless network.
 - G. YHPL staff cannot assist in making changes to user's network settings or perform any troubleshooting on the user's own computer. Please refer to your owner's manual or technical support provided by the manufacturer. YHPL does not guarantee that the network will always be available. YHPL reserves the right to curtail or discontinue wireless service at any time.
 - H. Any use of the YHPL wireless network that exerts an exorbitant strain on the library's network and compromises patron and staff use is not allowed.
 - I. The strength of the wireless signal varies throughout the building due to nature of the brick structure. This may make it difficult to access the wireless network from certain areas at certain times. Patrons are welcome to use the wireless network throughout the library's first floor provided that they do not restrict easy access to the library collection via power cords, etc. The library printers are not available via the wireless network.
 - XII. By adopting this policy, the YHPL Board of Trustees authorizes the Administration to acquire appropriate hardware and software to provide Internet access and other approved computer-based services and to develop rules and regulations to implement this policy.
 - XIII. Your Home Public Library is guided by the American Library Association statements (Policy #100-2) on access to information: *The Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, and the Code of Ethics of the American Library Association.*
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Reviewed:

Revised: 06/07/04, 04/10/08, 03/14/16

Adopted at the 06/07/2004 Your Home Public Library Board Meeting.