

# Northern Onondaga Public Library

## Policy on Computer and Internet Access and Usage

### Introduction

In keeping with its mission, The Northern Onondaga Public Library is dedicated to making a full range of information resources and services available. The library offers access to computers and the Internet as an electronic means of reaching ideas and information. The Northern Onondaga Public Library will strive to offer our patrons fair and equitable access to computer resources. The library also provides wireless access to our patrons with mobile/portable devices.

### Computer Rules

To achieve a place of safe and friendly research, the library has established the following rules regarding the use of public computers.

- 1. Protect the library's equipment and network.**
  - a. All users of electronic information resources are expected to use these resources in a responsible manner; activities that disrupt the library or its network are prohibited.
  - b. Only library-provided software may be used on the library's computers. Software owned or supplied by users may *not* be installed or used.
  - c. Users may not alter or attempt to alter the setup of library computers.
  - d. Users may not save their data on the hard drives of library computers. Users must supply their own devices for saving data. (USB flash drives may be purchased at the Service Desk.)
- 2. Obey the law.**
  - a. Users may not use any library computer for illegal or criminal purposes, including but not limited to: coercion, fraud, theft, copyright infringement or violation of software agreements.
- 3. Be a good neighbor.**
  - a. Users are asked to respect the privacy of other computer users. This includes not representing oneself as another user, not modifying passwords, not trying to gain access to someone else's data or search history, and not hovering over others using computers.
  - b. Text or graphics, which may reasonably be construed as obscene, may not be sent, received or displayed over Northern Onondaga Public Library connections.
  - c. The library's computers are set up for optimal use by a single individual. However, in some cases, such as a parent/guardian with a child, it may be important for two persons to work/sit together at a single computer. In all cases, because of limited space, a maximum of two persons may sit and/or work together at any one computer.

#### **4. Protect all personal information.**

- a. Users are responsible for logging out of any sites they log into, including, but not limited to, banking sites, email accounts and online shopping accounts.
- b. Library users using public access computers to search the Internet should quit the web browser before moving away from the computer.

### **Filtering**

The library reserves the right to use filtering software on selected computer connections (e.g. the Children's Room and Teen area). It should be noted that filtering cannot be relied upon to be wholly effective.

All computers in the library are filtered for:

- Spyware
- Phishing and Fraud
- Peer-to-Peer
- Downloads of executable files
- Hacking

In addition to the above, Children's and Teens' computers are filtered for:

Illegal Drugs	Adult/Sexually Explicit
Intolerance & Hate	Violence
Gambling	Spam URLs
Weapons	

In addition to the above, Children's computers are filtered for:

- Personals and Dating

### **Internet Use by Children**

Parents or guardians are responsible for the Internet information selected and/or accessed by their children. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and to monitor their children's use of the Internet as they deem appropriate.

### **Signing-Up for Computer Use & Time Limits**

- The number of computers available for public use is limited and they must be shared. In order to ensure that as many people as possible are able to use

library hardware and software, a one hour time limit may be enforced. Note: All printing and/or downloading must be completed within this time limit.

- Library computers designated for public access may be used without charge, but there will be charges for printouts.
- Each NOPL library has its own procedures for signing onto a public access computer. Users can find out about these procedures at their library's Service Desk. **PLEASE NOTE: Users MUST bring their library cards with them to use the computers at the North Syracuse branch.**

## Disclaimers

- The library is not responsible for any damage done to computer users' equipment or data by any virus or malware which may have been contracted on or through library equipment. Although the library has installed virus protection on its computers, it is always possible for a new virus to appear and therefore protection cannot be guaranteed.
- The library is not responsible for any damage done to computer users' disks, data, hardware or software as a result of the malfunctioning of library hardware or software.
- Members of our library staff have a variety of levels of computer and Internet knowledge and are often busy with other duties, and thus may not be able to give extended one-on-one assistance with computer equipment, software or the Internet.
- Patrons needing computer help are welcome to take advantage of the regular training offered by the library in basic use of the Internet, email, and common software applications (e.g. word processing).
- Not all sources on the Internet provide information that is accurate, complete, current, legal or philosophically acceptable to all citizens.
- The Northern Onondaga Public Library is unable to monitor or control the content of the materials on the Internet.

## Compliance with Library Policy and Rules

Violation of the policies and regulations that govern the use of the Library's computer and Internet resources may result in suspension or loss of the privilege to use these resources. Illegal activity involving these resources will be subject to prosecution by the appropriate authorities.