

# GREENBURGH PUBLIC LIBRARY – ORGANIZATION & POLICY MANUAL

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	Effective Date	April 1, 2011
	Approval Date	March 1, 2011

## I. INTRODUCTION

To fulfill its mission of providing public access to information of all types in a variety of formats, the Greenburgh Public Library provides public access to the Internet. The Internet is a global network comprised of information, multimedia resources and social networks representing a wide range of viewpoints and perspectives.

All individuals are expected to use the Library's Internet terminals in a responsible and courteous way, consistent with the educational, informational and recreational purposes for which all Library resources are provided.

## II. PUBLIC INTERNET ACCESS WITH LIBRARY OWNED EQUIPMENT

The Library strives to make its resources available to all patrons on a fair and equitable basis. The Library employs a software program, PC Reservation, to manage access to the Internet.

Patrons may make a maximum of two (2) Internet computer reservations per day. All computer appointments are for 1 hour. To make an appointment, an individual must use his/her own valid Greenburgh Public Library card or Westchester Library System card. Patrons may use only the library card issued to them in their own name to sign on to Library computers. Use of another library card is cause for immediate termination of an Internet session.

Patrons who do not have their card with them (or know their card number) will be charged €50 each time the staff must look up a library card number in order to provide service.

Patrons without a library card, if eligible, can apply for a card and use it for Internet access.

Those individuals who are not eligible for borrowing privileges can be manually signed on to the Internet by the Library staff.

Printing from the Internet costs €15 per page in advance.

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## III. OPEN ACCESS

A) The Library provides access to Internet resources equally to all Library patrons, and upholds and affirms the right of each individual to have access to constitutionally protected material in accordance with the American Library Association's Bill of Rights, 1996 edition.

B) Patrons must comply with all applicable federal, state, and local laws, including laws governing the transmission and dissemination of information while accessing the Internet, copyright law, as well as all Library policies and procedures.

C) Library staff members are available to assist patrons of all ages to become information literate: to access information efficiently and effectively, evaluate information critically and competently, and use information accurately and creatively.

D) Patrons are expected to abide by the generally accepted rules of network etiquette and shall not use Library equipment, the network or the Internet for antisocial activities. Such activities include but are not limited to hate mail, harassment, bullying, profanity, obscenity, misrepresentation, and impersonation.

E) It is both the right and responsibility of parents and/or legal guardians to guide their own children's use of Library resources in accordance with individual family beliefs. In that regard, parents and legal guardians are solely responsible for supervising their child's use of the Library computers. Parents and guardians are reminded that the Library is not responsible for the supervision of minor patrons and that such minor patrons may be able to access age-inappropriate or unlawful materials via the Library's computers.

F) The Library maintains web sites for use by all patrons to help guide them to sources that are accurate, complete and current. However, not all information found on the Internet is accurate, complete, up-to-date, or otherwise acceptable to all individuals. The Library is not responsible for the content of the Internet, changes in content of the sources to which the Library home pages link, or for the content of sources accessed through secondary links.

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## IV. SECURITY AND PRIVACY

A) The Greenburgh Public Library will not release information on the use of specific Internet resources by members of the public except as required by law or as necessary for the proper operation of the Library.

B) The Library disclaims any liability or responsibility arising from access to, or use of, information obtained through electronic information systems.

C) The Library is not responsible for the privacy practices or security of any web sites accessed by patrons.

D) The Greenburgh Public Library accepts no liability for any loss of privacy or data patrons may experience, or any damage or harm arising from such loss.

E) Patrons are prohibited from making any attempt to gain unauthorized access to restricted files or networks, or to damage or modify Library owned computer equipment or software; and may not install software on Library owned computers.

F) Patrons may not download or save items to the Library's computer; however using a flash drive to save items is permitted. The Library does not supply or sell flash drives, patrons should provide their own.

## V. PUBLIC WIRELESS INTERNET ACCESS

A) The Greenburgh Public Library provides access to the Internet via a wireless network (WiFi) for patrons to use with their own personal notebooks, laptops, and other mobile devices.

B) WiFi access provided by the Library is unsecured. Anti-virus, security, and privacy protection are the responsibility of the patron.

C) Patrons using Library provided WiFi must comply with this policy and any additional rules published in conjunction with this policy.

D) Patrons are responsible for having proper hardware, software and network settings on their wireless devices to connect to the Library provided WiFi. Library staff may not

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make changes to personal devices' network settings, software and/or hardware configuration, or to install any equipment, accessories or software onto patrons' devices.

E) Printing is not available via the Library's WiFi service.

F) The Library is not responsible for any theft, damage or misuse of patrons' personal notebooks, laptops and other mobile devices while in use in the Library.

## VI. COMPLIANCE

Illegal activities will be reported to the Greenburgh Police immediately. All other violations of this policy will result in one verbal warning from a staff member.

Patrons who fail to comply with this policy after receiving a verbal warning will be expelled from the Library for the remainder of that day.

Repeat offenders will be banned from the Library for a minimum of one month.

Those patrons banned for longer than one day will receive notification in writing from the Library Director within five business days of the incident.

Patrons may appeal the Library Director's decision to the Library Board of Trustees in writing at the following address:

Greenburgh Public Library Board of Trustees  
300 Tarrytown Road  
Elmsford, NY 10523

The Library Board will hold a hearing on such appeals at its next regularly scheduled monthly meeting. Appeals must be received in writing within 10 business days of the incident.

*This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board.*