

Rochelle Park Free Public Library Computer Use Policy

Responsibilities of Library Staff and Users

The user, or the parent or guardian of a minor, is responsible for his or her Internet session at all times.

The Library reserves the right to terminate an Internet session that disrupts Library services or that involves user behavior that violates the Library's policies.

The Library affirms the right and responsibility of parents/guardians, NOT Library staff, to determine and monitor their minor children's use of the Internet. (Minors are defined in this policy as children and young adults under the age of 18 years.) Parents are responsible for their children's use of the Library's resources and facilities.

Disclaimers

While the Library endeavors to provide access to information of the highest quality, the Library specifically disclaims any liability as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose. The Library will have no liability for direct, indirect or consequential damage related to the use of information accessed through the Library's Internet service.

The Library will make every effort to maintain Internet access for all hours the Library is open to the public. The Library will have no liability, however, if the service is unavailable.

Since software and information downloaded from any sources, including the Internet, may contain computer viruses, users are advised to utilize virus-checking software on their home computers. The Library is not responsible for damage to users' flash drives or computers or for any loss of data, damage or liability that may occur from use of the Library's computers.

Use of Children's Computers

Computers designated for Children's use are available to children and for the parents and caregivers supervising their children. The responsibility for and any restriction of a child's use of the Internet rests solely with the child's parent(s) or legal guardian.

Rules for Public Computer Use

1. Computer sessions are limited to two per day per patron.
2. Patrons must **sign in** at the front desk with their library card or other identification in order to use the computer.
3. If all the computers are in use and another patron signs up to use a computer, then the first patron to have been on his or her machine for **30 minutes** or more must sign out and yield the computer to the person who is waiting to use one.
4. No food or drink is allowed near the computers.
5. If there is an equipment problem, please alert the staff immediately.
6. **Printing is \$.10 per page for black-and-white printouts and \$.20 for color.**
 - Please do not bring your own paper or envelopes; you will not be permitted to use them in the Library's printer
 - You will be charged for ALL pages printed (including mistakes), so print carefully.
 - IF YOU THINK YOU WILL NEED HELP PRINTING, PLEASE ASK THE STAFF.

Unacceptable Uses of Computers

All patrons are expected to comply with the Internet use guidelines described here. As with all library resources the Internet is to be used respectfully and appropriately. The public is prohibited from:

- * Modifying any computer settings or equipment even for temporary use.
- * Use of the Internet on library computers to send threatening, harassing, offensive messages or images via the Internet or deliberately transmitting computer viruses
- * Viewing offensive materials, such as pornography or vulgar images in any format.
- * Jeopardizing the security access of computer network or other networks on the Internet.
- * Misrepresenting themselves when using the Library's Internet access.

Patrons who engage in any of the above such activities will be reported to the proper authorities. Failure to comply with the policies described here may result in the suspension of library privileges.

The computers are placed in plain sight of both staff members and patrons.

Response to Violations

The user's access to the Library's computer network and Internet is a privilege, not a right. Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access the public computers and suspension of Library privileges.

The Rochelle Park Free Public Library reserves the right to end a computer session at any time at the staff's discretion. The Library reserves the right to modify the policies as necessary to ensure the fair and reasonable use of the Internet.

The Library maintains no record of individuals using the Internet. The Library may keep a record of patrons violating the Internet Use Policy.