

PATTERSON LIBRARY COMPUTER & INTERNET USE POLICY

Approved by the Board of Trustees 11/14/96; Amended 1/8/98; 11/8/01; 11/12/15; 7/13/2023

The mission of the Patterson Library is to advance the quality of life in the community of Westfield by providing access to information and by offering materials geared to user wants and needs. It is in keeping with this mission that Patterson Library provides free and equal internet access to all ages.

1. Computer use is a privilege and users may not behave in a disruptive manner—see "*Patron Code of Conduct Policy*" for details. Failure to appropriately consider the rights of others may lead to the loss of computer privileges for a finite period.
2. Prohibited computer or internet use includes, but is not limited to, disrupting the computer system, posting illegal information, and accessing, transmitting, uploading, downloading, or distributing materials or language that is pornographic, obscene, abusive, sexually explicit, or harmful to minors. Users are solely responsible for damages or fines resulting from law violations. Violations may result in revocation of computer or Library privileges at the discretion of the Library Director.
3. Public use computers, their data storage space and software are Library property. The Library reserves the right to review and delete any files on the hard drives or on public access devices. Patrons may not store any files on the Library's computers, but should use their own storage device. No software may be installed on any Library computer by anyone except the system administrator. Computers are reset on a regular basis, and the Library is not responsible for any lost data.
4. The Library provides information and services for the fair and legal use of its patrons. Any unauthorized use is expressly forbidden. Users must respect all copyright and licensing agreements.
5. The Library does not guarantee that the computers will be available when the Library is open. Any technology system is subject to down time—with this in mind, the Library will strive to have all resources available whenever possible.
6. Library Staff will make reasonable efforts to assist patrons in their use of the public computers and the Library catalog. Ultimately, it is the patron's responsibility to learn the programs they wish to use.

7. Patterson Library, Staff, and Board of Trustees shall not be responsible for anyone's use, or inability to use, the public access computers, technology, and internet access located at the Library. Any user who uses a public access computer, technology, or wireless connection agrees to abide by all Library computer/internet use policies, guidelines, and procedures, and releases Patterson Library, Staff, and Trustees from any direct or indirect claims which may arise.

8. Patterson Library cannot control the internet. Website links and sites often change rapidly and may be unpredictable. Users should also be aware that the internet is not a secure medium and that third parties may be able to obtain information regarding users' activities.

9. Patterson Library has implemented filtering software on its computers and wireless (wi-fi) network to protect against visual depictions of obscenity, child pornography, and materials harmful to minors in compliance with the Children's Internet Protection Act. In the rare event of a website being blocked or mislabeled, upon request Library Staff will contact Chautauqua-Cattaraugus Library System's Information Technology Staff in a timely manner to permit access.

11. Patterson Library will not release information on the use of specific internet resources accessed by members of the public except as required by law or necessary for the proper operations of the Library in accordance with New York Civil Procedure Rule 4509.

12. Food and drink are not allowed around computer stations. Costs to replace or repair damage to a computer or any Library-owned technology through the users' carelessness, for any reason, will be the responsibility of the user.

Violations of these rules may result in loss of access to Library computers and may lead to legal action.

Access by Minors

Parents or legal guardians must assume responsibility for deciding which Library resources are appropriate for their own children, whether or not they are with them on Library property *see *"Unattended Child Policy" for details*. Parents or legal guardians should guide their children in use of the internet and inform them about materials they should not use. The Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to Library materials and resources. However, the Library has taken certain measures designed to assist in the safe and effective use of these resources by all minors.

The Library has installed filtering software on its internet and wireless (wi-fi) connections, as required by the Children's Internet Protection Act, in an attempt to keep inappropriate materials from minors. However, no filtering technology protects children from all

objectionable materials. Guardians should keep in mind that personal devices with cellular connections are not subject to internet filtering (the Library is not responsible for any minor's ability to access inappropriate material on personal devices, or potential exposure of material from others' personal devices).

For safety and security of minors using the Internet, the Library urges minors to keep in mind the following safety guidelines:

- Never give out identifying information such as home address, age, school name, or telephone number.
- Never arrange a face-to-face meeting with someone via the computer without parent or guardian approval.
- Never respond to messages that are suggestive, obscene, threatening, or discomfoting.
- Cyber-bullying and harassment on Library premises or with Library technology is a violation of the "Code of Conduct" and not allowed.