

## **2.4 EQUIPMENT USE**

### **2.4.1 Public Access Computer Use and Internet Use**

Patrons may sign up to use a public computer for one-hour increments, for a total of two hours per day subject to computer availability and demand.

When all public computer stations are occupied, access time may be reserved through the on-site Internet reservation system located in the access services area. The reservation system will advise patrons when the next computer is available. To reserve and use a Library computer, patrons must have a Guest Pass or Library card in good standing. Patrons may not reserve public computers by phone.

- Two users maximum are allowed at a public computer at one time.
- Patrons with overdue materials may be restricted from use of public computers.
- Guest passes are available to patrons who do not have a UHLS Library card.
- No food or drink is allowed at the computers.

### **2.4.2 WIFI**

The Library provides free, unfiltered access to the Internet via personal wireless devices. This access is unsecured (unencrypted). Users are advised not to transmit personal information (e.g. passwords, account numbers, other sensitive data) while using the wireless connection.

The Library is not responsible for any information that is compromised, or for any damage caused to hardware or software while connected to the Internet via the Library wireless network. Use of the wireless network is entirely at the risk of the user. The Library disclaims any and all liability for lost or stolen hardware, loss of confidential information or damages resulting from that loss, or any and all damages resulting from the use of the wireless network.

The Library is not able to provide technical assistance other than the instruction on how to connect your device to our WIFI network.

### **2.4.3 Use by Minors**

In order to use the [Children's] computers in the Youth Services department, children under 8 must be accompanied by an adult.

Parents or guardians are responsible for monitoring the Internet use of their minor children. Any restriction of use is the responsibility of the parent/guardian. Dissemination of information through the Internet, e-mail, chat rooms, and any other electronic media is the joint responsibility of the child and parent/guardian.

Internet computers in the Children's Room may only be used by children or parent accompanying child.

Patrons ages 12 through 19 may use the public computers in the Teen Room of the Library.

#### **2.4.4 Responsibility of All Users**

Users must log in each time they use the Library Internet computers. All users, including wireless users, must agree to the Library Internet Use policies.

The Library does not permit violation of any U.S. or State law or regulation including, but not limited to, acts of a threatening, harassing, or obscene nature. Patrons must respect copyright laws and licensing agreements.

Files may not be downloaded to the Library computer's hard drive. Patrons may provide their own storage media.

Users are responsible for all printing fees. 10 cents per page B&W, 30 cents per page color.

Duplication of copyrighted software is forbidden. Anyone found doing so will be told to leave the computer area.

Hardware and software on Library computers may not be altered.

Library computers may not be used to attempt to gain unauthorized access to any data or computer network.

Users are asked to remember that they are in a public building and to show consideration for others when viewing Internet sites.

Any criminal or otherwise illegal conduct is prohibited including the public display of offensive sexual materials as restricted by NYS Penal Law 45.10, 245.11, 263.11 and 263.16 when using a public PC or Library WIFI. The Library reserves the right to limit access to web resources to maintain compliance with this legislation. Multiple offenses may result in additional penalties, up to and including, termination of Internet privileges.

Non-compliance with these policies and procedures will result in loss of privileges.

#### **2.4.5 Other equipment**

Faxing of patron documents by Library staff is available for 50 cents per page.

A self-service photocopier is available for patron use at 10 cents per page black & white and 30 cents for color.

ADOPTED: Feb. 16, 2011; Updated Apr. 17, 2013; Updated Sep. 18, 2013; Updated Nov. 19, 2014.  
Updated: February 24, 2021

History and background for this policy are located in the Office of the Director of the Library.