



9 Church Street  
Bloomfield, NY 14469  
585-657-6264  
[www.bloomfieldpubliclibrary.org](http://www.bloomfieldpubliclibrary.org)

## COMPUTER USE AND INTERNET ACCESS POLICY

Adopted: November 14, 2022.

### POLICY ON PUBLIC ACCESS COMPUTERS, INTERNET ACCESS, AND WIRELESS NETWORK.

#### MISSION

- The Bloomfield Public Library ("Library") recognizes the importance of electronic resources in fulfilling its mission of providing materials, programs, information and services to meet community needs.
- The Library endorses and supports free access to information as outlined in the American Library Association Bill of Rights. It is within this context that the library offers public access computers, Internet access, and a wireless network (Wi-Fi).

#### GENERAL GUIDELINES

- Patrons using the Library's public access computers, its Internet access, and/or its wireless network are expected to:
  - o Use the equipment, services, and facilities for legitimate educational, informational and recreational purposes.
  - o Respect the privacy of others
  - o Obey all copyright laws and comply with all software license provisions.
  - o Make no changes to the set-up or configuration of the software and hardware.
- Misuse or abuse of computer hardware or software or Internet access may result in suspension of user privileges or other penalties
- The Library reserves the right to terminate an Internet session at any time for violating the terms and guidelines.
- The Library reserves the right to change this policy at any time.
- The provisions of this policy apply whether using Library-owned equipment or privately owned equipment to access the Library's computing facilities, the Internet, or its wireless network.

## PUBLIC ACCESS COMPUTERS

- The Internet is a global network of electronic information resources, which offers much that is useful, timely and substantive. The user should be aware, however, that the Internet is unregulated and should carefully consider the source from which information is obtained. The Library is not responsible for the content, quality, accuracy, or currency of information found on the Internet as it is an unregulated medium. Users are responsible for evaluating the data received. Filtering is provided for all Internet-enabled computers and the wireless network, whether used by students, patrons, or staff, as required by the Children's Internet Protection Act. Filtering will be disabled only for bona fide research or other lawful purposes.

## RIGHTS OF USERS

- Caution: The Internet is not a secure medium and all transactions, files and communications may be subject to unauthorized access by third parties. The Library, however, respects a patron's right to both confidentiality and privacy and will not release information on the use of electronic resources by members of the public in compliance with the provisions of this policy, except as otherwise required by law.
- Patrons are reminded that the Library's computer terminals are located in public areas that are shared with Library staff and users of all ages, backgrounds and sensibilities. Individuals are expected to consider this diversity and respect the rights of others when accessing potentially offensive information or images.

## CHILDREN

- Parents or guardians are responsible for the Internet information selected and/or accessed by their minor children. Parents are encouraged to discuss safety precautions with their children.

## GENERAL PROHIBITIONS

- Unauthorized online access, including "hacking" and other unlawful activities, is prohibited.
- The unauthorized disclosure, use, and dissemination of personal identification information regarding minors is prohibited.

## GUIDELINES FOR USE OF PUBLIC INTERNET ACCESS COMPUTERS

1. The public access computers are available to registered patrons of all ages whenever the Library is open. Computers may be checked out for one-hour sessions in the Library. If no one is waiting, patrons may continue to use the computer beyond one hour.
2. Computers are available on a "first-come - first served" basis.

3. The Library staff is trained to provide limited startup support and will gladly assist patrons as time allows.
4. Only two people are allowed at a computer at one time. Both individuals must be registered and both will be held accountable for any damages or violation of any provision of this policy .
5. Children under the age of 10 must be supervised by a parent or guardian when using the computer.
6. There is a charge for printing from the public access computers.
7. Use of the Internet for activities that violate local, state or federal laws is prohibited. This includes, but is not limited to, activities such as viewing child pornography, committing fraud, hacking, unauthorized access, or spreading libel or slander.
8. Patrons may NOT use the public access computers to send, receive, or display text or graphics which may reasonably be construed as obscene.
9. In accordance with the authority of the Library Board of Trustees, persons who do not abide by these rules may be barred from the Library, prohibited from using computers or other Library equipment, and/or prosecuted for illegal activities.

#### NOTICE

The information contained in the following notice includes provisions that are part of this policy. The notice shall be prominently posted in the Library for easy visibility by any person or patron:

"Please note...

All computer users must abide by the policies and rules of this library.

Use of the Internet for activities that violate local, state or federal laws is prohibited.

Patrons may NOT use the computers to send, receive, or display text or graphics which may reasonably be construed as obscene.

Persons who do not abide by library policies may be barred from the library, prohibited from using computers or other library services and equipment and/or prosecuted for illegal activities.

All users of the Library computers, or the Internet, or their own computer in the Library, agree to hold the Library harmless from any and all claims, losses and damages, obligations and liabilities, directly or indirectly relating from the use of computer equipment, peripherals, network connections, power supplies, or other Library facilities, caused thereby or there from arising. In no event shall the Library have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if the Library is advised of the possibility of such damages."