



ACCEPTABLE USE OF COMPUTERS

Use of Wadsworth Library computers is a privilege, not a right. Inappropriate use of library computers will result in a cancellation of this privilege. All uses of electronic information resources such as the Internet are expected to be in a responsible manner, consistent with the educational and informational purposes from which they are provided and to follow the following policies and regulations established by the Library Board which relate to computer and Internet use.

Internet resources are to be used for educational, informational, and recreational purposes only. These computers are not to be used for illegal, unauthorized, or unethical purposes. Their use must not cause library staff or patrons undue psychological or emotional stress and discomfort.

Because of the nature and structure of the Internet, Wadsworth Library, in providing access, is opening a gateway of information that is not subject to the traditional manner of materials selection. Internet users may therefore obtain access to some materials that would not otherwise meet the standards of the Library's selection policy. Not all sites provide accurate, complete, or current information. Some sites change rapidly and without notice. Some sites may contain information that a person may find controversial or inappropriate.

Wadsworth Library expects parents who are concerned about their children's access to information on the Internet to provide guidance to their children. Parents may limit access only for their own children. **Parents should understand that, as a practical matter, the Library, cannot guarantee that children unsupervised by a parent will not have access to materials the parent might find objectionable.**

The Library's computer systems are not private. Users have no expectation of privacy. Users engaging in financial or other personal transactions that are ordinarily private and confidential, do so at their own risk. The information on these systems may be monitored or disclosed at any time by authorized personnel.

Sessions may be terminated at the discretion of the Library Staff or computer privileges revoked for inappropriate use of services.

Wadsworth Library is not responsible for damage to a patrons' disk, or for any loss of data, damage or liability that may occur from a patron's use of the Library's computers.

Responsible, acceptable, and ethical use includes the following:



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1. Information gathering, research, e-mail, word processing
2. Respecting the privacy of others by not misrepresenting oneself as another user by not seeking unauthorized access to any computer system
3. Respecting the privacy of others using the computers at Wadsworth Library by not interfering with their use.
4. Making only authorized copies of copyrighted or licensed software or data.

Unacceptable use includes the following:

1. Violating the integrity of the computer systems in the Library
2. Damaging, tampering with or altering computer hardware and/or software components of any network or database
3. Conducting a for-profit business using the Library's computers
4. Engaging in criminal and/or illegal acts, which may harass, threaten, or cause distress or inconvenience to any person using library computers; including, but not limited to, viewing obscenity (as defined in New York State Penal Law Section 235.00) and/or viewing child pornography, sexual harassment, theft, and unauthorized access.
5. Transmitting or distributing any material or information which contains a computer virus or other code, files or programs intended or having the effect of disrupting or otherwise adversely affecting the operation of the Library computers systems.
6. Accessing or attempting to access online resources to perform unauthorized tasks.
7. Using the computers to transmit threatening, harassing, discriminatory, or abusive language and images.
8. More than two people at a terminal at the same time.

Who may use the computers:

- Any member of the public may use the public computers, as long as they comply with the library's Code of Conduct.
- Users under the age 12 may use the computer only if they are accompanied by a parent or legal guardian
- Sessions are limited to two hours unless someone is waiting to use the computers, then they are limited to one half-hour.
- Computers are available on a first come-first serve basis. They may not be reserved.
- No more than two people may be at a computer station at one time.

Help:



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Computers are available for self-guided usage. We do not always have staff available to train people on the use of the computer or the Internet.

The computers reset when they turn off at the end of the day. Public computers are set to shut down 15 minutes prior to closing.

The Library staff can advise the predetermined cost of printouts.

Enforcement of These Rules

The Library Board delegates responsibility for enforcing these rules relating to computer and Internet use to the Director of the Library or, in his/her absence, to his/her designee. Failure to observe these rules may result in the suspension of computer privileges and the loss of library privileges, if appropriate; in addition, a user is responsible for any costs, liabilities or damages caused by the user's Library Internet access.

LAPTOPS

Laptops may be signed out for one week.

Eligibility

- Laptops may be checked out by adult (eighteen [18] years of age or older) OWWL Library card holders. Children under the age of 18 may use a laptop if it is checked out on the parent/guardian's library card and the parent/ guardian has signed this lending agreement.
- Borrowers must present their library card and either: A) valid driver's license; or B) another form of valid photo I.D. to library staff at the time of check-out. The address on the library record must be current.
- Borrower's card must be in good standing with no fees in excess of \$5.00.

Loan Period and Availability

- Laptops are provided on a first-come, first served basis according to availability, and may not be reserved. Each borrower may check out only one laptop at a time.
- Laptops can be checked out from the Service Desk.
- Laptops are loaned with a power cord and mouse.
- Laptops must be returned to the Service Desk.

Limitations on Laptop Use

- Printing is available on the library's public printer. The cost of printing is 10¢ for b&w, 25¢ for color.



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- Each Laptop is equipped with operating software, a standard suite of Microsoft Office products, and built in Wi-Fi. No additional software may be installed or downloaded, nor may changes be made to their system configuration.
- The library does not assume responsibility or liability for lost or corrupted files for any reason such as hardware failure or network interruptions.
- Files are automatically erased from a laptop when it is shut down. If applicable, users wishing to save files must save them on a USB flash drive or personal internet-based account. Flash drives are available for purchase at the Service Desk for \$5.00. The library shall not have any responsibility or liability for claims relating to the loss, damage, or interception of any information, data, work product, or other material viewed, searched or stored on laptops.
- Borrowers must not engage in any illegal activities (e.g. hacking, pirating, downloading illegal materials, etc.) or in any activities inconsistent with the library's Acceptable Use of Computers Policy. Users must sign acknowledgment of this policy, attesting that they have read and will adhere to the terms within it.
- Technical support is not available through library personnel.
- Any loss of or damage to the laptops should be reported immediately. Borrowers should not attempt to troubleshoot problems on the laptops.

Late Fees and Liability

- The borrower is financially liable for any lost, stolen or damaged laptop. Fines and fees for laptops will be processed the same as fines or fees for other library materials.

Description	Fines/Fees
Lost or damaged power cord	Replacement cost +\$20 processing fee
Damaged laptop	Repair cost (up to replacement cost) + \$20 processing fee
Lost or stolen laptop (if laptop was stolen, the borrower is responsible for submitting a police report to the Library Director)	Replacement cost + \$20 processing fee
Lost or stolen Library flash drive	\$5.00

*I have read, understand and agree to the terms outlined in the above **Acceptable Use of Computers Policy**.*

Print name Date



Sign name

Responsibility for Upholding
DIRECTOR

Approved by Board of Trustees on May 10, 2018
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