



COMPUTER USE /INTERNET SAFETY POLICY

Rules Governing Use

Due to the limited resources available for provision of public access to the Internet, the Library may set limits, for example, on use of large files of still or moving images or sound, or on downloading files in any medium. The Library also reserves the right to limit the amount of time an individual user can devote to a single session.

Computer User Guidelines

These computers are available for public access to the Internet and information in digital formats.

- The Library requests that the public sign up for computer use at the Service Desk.
- An individual may sign up for computer use in person or via the telephone. Sessions last for 1 hour unless other arrangements are made in advance. Staff at the Service Desk will assist with reservations requiring an extended time (i.e. projects, tests).
- Pages may be printed for a nominal posted cost.
- No one may sign up for usage during the last 15 minutes before the closing of the Library. Patrons are requested to end their sessions in a timely manner.
- The Library staff cannot provide tutoring or devote significant time to assisting patrons in use of the computer. The Library strives to offer free Internet and computer classes.
- Although the Library's filtering software will generally prevent this, the display of sexually or violent explicit material is inappropriate for a public and open environment and is prohibited.

Violations may result in suspension or loss of privileges to use computer resources at the Library. Any illegal activity involving the use of the Library's computers, including the Internet, will be subject to prosecution by the appropriate authorities.

- **Users may not:** Make any attempt to alter, remove, or damage computer equipment or software. They may not install any executable software on Library computers
- **Users may not:** Engage in any activity that is harassing or defamatory.
- **Users may not:** Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation.
- **Users may not:** Misrepresent themselves; attempt to gain unauthorized access either inside or outside the Library.
- **Users may not:** Distribute SPAM.
- **Users may not:** Invade the privacy of others.
- **Users must:** Refrain from illegal or unethical use of the Internet.
- **Users must:** Respect intellectual property by only downloading information or computer files with proper permission.



Town of Esopus Library

INTERNET USE POLICY

It is the policy of the Town of Esopus Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, email, or other form of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, Internet filters shall be used to block or filter electronic access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed to be harmful to minors. Upon request, staff can and will disable technology protection measures (filtering) for adults or, in the case of minors, minimized only for bona fide research or other lawful purpose.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Town of Esopus Library's online computer network when using email, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

To the extent practicable, it is the responsibility of all Town of Esopus Library staff to educate, supervise and/or monitor appropriate usage of the online computer network and access to the internet in accordance with this policy, CIPA, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying internet filtering software shall be the responsibility of the Library Director or designated staff.

Public Users Security

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, the Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

Responsibilities: The Director and Board are responsible for setting/changing these guidelines while the Director is responsible for the enforcement.

Adopted by the Board of Trustees: November 15, 2000

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