



## Western Sullivan Public Library

### EQUIPMENT AND COMPUTER USE POLICY

The Western Sullivan Public Library (WSPL) provides educational, informational and recreational resources to patrons of all ages, cultures, abilities and interests. It offers access to information of all types in a wide range of formats, including electronic. The Internet is viewed as yet another tool or resource used to provide information beyond the confines of the Library's own collection. This technology allows access to ideas, information and commentary from around the world. It is compatible with the Library's endorsement of the American Library Association's (ALA) Library Bill of Rights, the ALA's Library Bill of Rights in Cyberspace, the Freedom to Read Statement, and the policies, goals and objectives of the WSPL.

#### EQUIPMENT LENDING:

The Western Sullivan Public Library offers a variety of electronic devices to our patrons, some of which are available for borrowing. The Director of the library will approve which equipment is suitable for circulation. Patrons choosing to borrow a device from the Western Sullivan Public Library will be required to complete the *Equipment Borrowing Agreement* before checking the item out.

Only registered patrons of the Western Sullivan Public Library, 18 years or older, may borrow select devices upon presentation of their valid library card, in good standing, and current ID. Patrons will be responsible for damaged or lost devices and will be assessed the replacement or repair fee as determined by the Western Sullivan Public Library. The library reserves the right to suspend borrowing privileges to anyone who abuses equipment or is late in returning devices.

#### COMPUTER AND INTERNET USE:

Public computers are available to library users during normal library hours. Use of computers must be concluded fifteen minutes before closing. Public computers are available on a first-come, first-served basis, up to a time limit determined by the Library Director. Computer users are required to read and accept this *Equipment and Computer Use Policy*. By selecting the "accept" option on the computer, the user is agreeing to abide by WSPL's policies. Children under the age of 9 will need to be accompanied by an adult when using the Internet. For patrons under 16, a parent or guardian will need to give consent for Internet use by signing a permission slip in the presence of a library staff member. A parent/guardian who signs the Internet Permission Form agrees to be responsible for a minor's usage.

Computers may not be altered for any purpose, nor may external programs be accessed or personal software be used in conjunction with the library's hardware. Installing outside software or applications is not permitted on public-access computers. USB ports are available for patrons to access their own data via an external drive. The patron agrees to hold the library harmless for any alterations that may occur when accessing an external drive from a library computer.

#### INTERNET USE:

Internet services are provided equally to all users. The WSPL has no control over Internet resources and contents; therefore, it assumes no responsibility for the quality, accuracy, or timeliness of any information obtained from the Internet. Internet access, as well as wireless usage, may not be used for illegal or unacceptable purposes, including, but not limited to: harassment of other users; libeling or slandering other users; destruction or damage of equipment, software or data belonging to the library or other users; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material; and "hacking," unauthorized access and all other unlawful activities. Library policy



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does not allow disclosure, use or dissemination of personal identification of internet users to unauthorized parties. Parents/guardians are advised that the library is not responsible for the safety and security of minor users.

### INTERNET SAFETY:

It is the policy of Western Sullivan Public Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms 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](#) [Pub. L. No. 106-554 and 47 USC 254(h)].

### Definitions

Key terms are as defined in the Children's Internet Protection Act.

### Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, child pornography, or any material deemed harmful to minors. Subject to the Executive Director's authorization, technology protection measures may be disabled for employees or minimized only for bona fide research or other lawful purposes ~~in the case of minors~~. WSPL leverages RCLS as an IT service provider in sharing this responsibility.

### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of RCLS online computer network users when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, 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.

### COMPUTER AND EQUIPMENT HELP:

The library staff provides limited assistance for Internet and public computer use. Staff will be available to help users with basic access as needed.

The Public Computer Center (PCC) is primarily used for staff and patron technology training and support. The PCC offers a variety of classes each month. In addition to workshops, the PCC offers Open Hours Support. During these times patrons may use the PCC equipment or bring in their own equipment and get help with their technology questions.

If library patrons choose to bring in their own equipment and/or have the library staff or Public Computer Center staff assist with their equipment, they agree to adhere to the library's *Equipment and Computer Use Policy*. In addition, patrons who choose to have library or PCC staff assist with their devices agree to hold the library harmless for any problems, perceived or otherwise, that may occur subsequent to such assistance.



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Library staff does not provide support for, and will not install or modify, unauthorized hardware, software and peripherals on patrons' devices. Nor will they allow devices that are a perceived vulnerability or threat to the infrastructure.

### WIRELESS ACCESS:

The Western Sullivan Public Library offers free wireless Internet access. The provisions set forth in the Library's *Equipment and Computer Use Policy* are applicable to wireless network (Wi-Fi) access as well.

If a patron requests assistance with modifying settings in order to gain access to the wireless network, the patron assumes the responsibility to modify and manage such settings for use outside of the library. In addition, patrons who choose to have a library staff member assist with their device agree to hold the library harmless for any problems, perceived or otherwise, that may occur subsequent to such assistance. Communication through the wireless network should not be considered secure. The Library is not liable for damage to hardware or software, transmission of computer viruses, loss of data or e-mail, or any harm resulting from the use of an unsecured server.

Devices (e.g. laptops, mobile phones, tablets) using wireless are subject to applicable rules governing the use of library computers. Available power outlets may be used whenever the cord does not present a tripping hazard or block access for patrons and staff. Patrons may not unplug library equipment, move furniture, or block exits or aisles. The library is not responsible for any damaged equipment should a patron choose to plug into the library's power supply. The Library reserves the right to suspend wireless access privileges if a patron is violating any of the policies or procedures of WSPL.



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**Waiver:**

I acknowledge I have read and understood the Western Sullivan Public Library *Equipment and Computer Use Policy* and agree to fully comply with all its terms, conditions and requirements. I acknowledge and agree that any violation of the *Equipment and Computer Use Policy* may result in suspension or revocation of Library privileges at the sole discretion of the Library Director.

I acknowledge that the Western Sullivan Public Library assumes no liability for any loss or damage to my data or equipment, or for any damage or injury arising from invasion of privacy in my computer accounts, programs, or files. In consideration for use of Library computer resources or Public Computer Center help or resources, I agree to hold harmless and indemnify the Western Sullivan Public Library and its directors, officers, administrators, employees and agents from any and all liability for any claims, demands or damages to my person or property whatsoever.

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Print Name

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Signature

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Date Signed



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### Western Sullivan Public Library Equipment Borrowing Agreement

My signature below indicates that I have read the Western Sullivan Public Library's *Equipment Lending Policy* and this *Equipment Borrowing Agreement*, and I agree to abide by these conditions of use when checking out a device from the Western Sullivan Public Library. I agree to be bound by these terms in the future when borrowing a device even if I am not required to sign a new borrowing agreement.

I have received the device in good working order with all accessories present and I understand I am responsible for its return in the same condition at the end of the loan period.

I will not tamper with the device and/or accessories and will contact the library immediately if there are any problems or technical issues with the device.

I will return the device in person to the branch where the item was checked out, during regular library hours. I understand that the Western Sullivan Public Library reserves the right to suspend borrowing privileges if an item is returned late or damaged.

I agree to pay any late fees or repair or replacement costs, if necessary, and understand that the library may use any appropriate means to collect the amount owed by me for fees, damages, theft, or loss.

PLEASE PRINT

Patron Name: \_\_\_\_\_

Device Borrowed: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Staff use only:*

*Library card #:* \_\_\_\_\_

*Staff Name:* \_\_\_\_\_ *Branch:* \_\_\_\_\_

