

## **INTERNET AND COMPUTER USE**

The Franklin Lakes Public Library, as part of its mission to provide access to educational and informational resources, has public Internet workstations available in the Adult and Children's sections.

PC workstations are available for public use. Your library card gives you access to the following services available on library computers:

- Internet access
- Word processing
- Spreadsheet and presentation software

Consistent with our mission and professional principles of public librarianship, this Internet Use Policy affirms the safeguarding of First Amendment rights, intellectual freedom, equality of access, and confidentiality of information about users and their use of all library resources.

### ACCESS:

- Public Internet computers are principally for Franklin Lakes residents with a valid Franklin Lakes Public Library card.
- Franklin Lakes Residents are allowed multiple log-ins of 60 minutes per day of computer time per library card number, with unlimited renewals of 60 minutes per renewal. subject to availability.
- Use of computers is extended to valid cardholders from other BCCLS member libraries, but session time may be limited if Franklin Lakes cardholders are waiting.
- Guest passes may be issued for visitors without BCCLS library cards.

### USE OF COMPUTERS BY MINOR CHILDREN:

The New Jersey Library Association affirms all users' right to have unrestricted Internet access and acknowledges parents' right to determine the level of Internet access for their minor children. Parents or caregivers of minor children must supervise their child's Internet sessions. Internet computers in the Children's Room are for children up to and including Grade 5. Parents or guardians are solely responsible for what their children access online. No filtering software has been installed on Library computers or the WiFi. Parents are cautioned that unsupervised children may see things that the parent finds objectionable. The Library staff cannot be responsible for determining what is acceptable for children but may intervene if a child violates general policies or procedures. Children in Grades 6 through Grade 12 may use the Internet computers in the Adult Department, with the understanding that Library employees do not assume the role of a parent or caregiver in determining what is and is not acceptable to view. Again, staff may intervene if a child violates general policies or procedures.

### EMAIL:

The Library allows the general public access to e-mail through the Library's computer equipment and Internet connection. TStaff will make reasonable efforts to answer e-mail-related questions but cannot be expected to be knowledgeable about the various systems and accounts available. The Library is not responsible for providing users with e-mail accounts or assisting users with personal accounts. The Library has no control over the content of messages a user receives. Any illegal e-mail activity may be reported to the appropriate authorities per the computer use policy. All policies governing acceptable use of Internet sites shall apply to e-mail. Because Internet sites are often part of e-mail messages, users may access those sites, provided they comply with the general Internet use policy established by the Library. Parents of minors shall be responsible for their child's activities and e-mail access.

### LICENSED DATABASES:

A wide variety of subscription and research databases, including those with full text of magazine and newspaper articles, are available for public use free of charge. Library staff will do their best to guide users to the most useful sites or databases. Still, they cannot guarantee that requested information is available or accessed without cost to the user. Some databases are available to users with a valid borrower's card for remote use outside of the Library. As with all information on the Internet, the Library cannot guarantee the accuracy of information from subscription databases or research sites accessed remotely.

### OFFENSIVE OR ILLEGAL MATERIAL:

Internet computers are shared by people of all ages, backgrounds, and sensibilities in public places. Users are asked to remember this when accessing potentially controversial material that could be offensive, disturbing, unsuited to a public setting, or illegal. Library staff may end an Internet session when such materials are displayed on the screen. The Library staff reserves the right to request that a user exit a website if another user expresses concern or if the staff member judges the material as inappropriate for public viewing. Individuals who become argumentative or refuse to log off when asked to do so by a Library employee will have their session ended and may be asked to leave the building. Violators of the computer use policy may lose Library privileges. Illegal acts involving Library workstations may also be subject to prosecution by local, state, or federal authorities.

### DISCLAIMER:

The Library cannot monitor or control information on the Internet and is not responsible for its quality, accuracy, or content. Users access the Internet and its information and services at their own risk. The Library staff is not trained to offer more than basic computer assistance. Still, every effort will be made to assist an individual user in finding suitable information or appropriate Internet sites. Library staff will work to ensure that fair and reasonable access to the Internet is available to all users. However, the Library reserves the right for staff to terminate a session that is disruptive to Library service. All users

are expected to use this resource responsibly and courteously and observe rules and procedures for Internet and computer use. The Library supports a user's right to privacy within the limits of conducting activities in a public building and as permissible by law. Because Internet security can be technically difficult to achieve or guarantee, a user should be aware that electronic communications and files could become public. The Library will not be responsible for any personal information a user willingly posts or transmits. Users may bring their laptops for use in the Library, understanding that they will follow the guidelines in this policy. The Library will not be responsible for damage or theft of personal equipment.

### USER RESPONSIBILITIES:

Any computer problems should be immediately reported to a Library staff member. A user is not permitted, under any circumstances, to tamper with or modify the equipment or software. Any damage to hardware or software will be the user's liability and will be repaired at their expense. Users should respect the privacy of others and should not interfere with searches, nor should anyone attempt to gain access to passwords, data, or files belonging to others. Data, files, programs, or other material may be temporarily downloaded and will be erased from the hard drive when a user exits the session. Users may transfer information to flash drives or e-mail information. Printing is available at 10 cents for every black and white page printed and 25 cents for color. All computer use shall cease at least fifteen (15) minutes before the closing of the Library. Scheduling software will automatically shut down computers, and all saved data will be lost. The Library does not maintain any record of individuals using the Internet but may keep a record of users who violate the Internet Use Policy.

The Library reserves the right to modify the policies as necessary to ensure the fair and reasonable use of the Internet.

### INTERNET FAQs:

- How do I sign up to use a Library PC? Can I reserve one in advance?

*PC use is on a first-come, first-serve basis. No reservations are accepted. Please check with the Reference staff if a PC is not available.*

- Is Wi-Fi available?

*Wi-Fi is available throughout the building via the public network. The password for this network is posted throughout the library and available to any staff member. No library card is required to access the public wi-fi.*

- Do I have to have a library card to use the PCs?

*You must use your library card to access a PC. Guest Passes may be distributed at the Reference Librarians' discretion.*

- How will I know when my time is up?

*You will receive a warning message when your computer time is ending. Please finish your work promptly, as you will be logged off automatically when your session time expires and all saved data will be lost.*

- Can I print?

*There is a \$0.10 (ten cents) per page cost to print in black and white and \$.25 (twenty-five cents) to print in color. You must pay for all pages printed, so please check the number of pages in advance at the Print Release Station.*

*Printing from personal devices (phone, laptop etc.) in the library and from home is available through the [Printeron website](#). Documents can be printed in black and white or color and are retrieved at the print release station. There is a \$0.10 (ten cents) per page cost to print in black and white and \$.25 (twenty-five cents) to print in color.*

- Is scanning available?

*Patrons can scan items using our copy machine. Patrons may scan items to a removable drive or directly to email. A variety of resolutions and file formats are available.*

- Can I download files?

*You may download files to your own disk or other compatible storage device. Many library computers now have accessible USB ports that accommodate flash memory drives.*

- Is staff available to help me on the computer?

*Library staff cannot provide one-on-one instruction in using software or other PC applications, but can often suggest appropriate programs or resources. We offer periodic training classes in PC skills and the use of online resources. Schedules for classes are available at the Reference Desk and throughout the building.*

- Can children use the Internet at the library?

*Internet access is available for use by children in the Children's Department. The library strongly advises parents to monitor their children's Internet use to ensure that it is consistent with their family values and boundaries.*

- Can I check my e-mail from a library computer?

*You may use Library PCs to check your e-mail account.*

- What kind of research can I do from library PCs?

*As a cardholder, you can use online Reference Databases that contain valuable information and resources not freely available on the Internet. For example, you can find:*

- *Full-text newspaper and magazine articles*
- *Up-to-date health and consumer information*

- *Financial and company data and business directories*
- *Access to Ancestry.com to discover your family history*
- Can I access these resources from home or my office?

*You can access BCCLS databases from your home or office PC. You will need your library card. Certain databases on the library's homepage are available only for Franklin Lakes residents. Violating any of these policies will result in the loss of computer privileges.*

#### MISCELLANEOUS:

- You may not reconfigure software on library computers or load your software. Library computer equipment and furniture must not be moved or adjusted.
- You must obey copyright restrictions applicable to PC use and will be held responsible for any damage caused by neglect or intentional abuse of library PCs.
- The library assumes no responsibility for any failure of machinery or software or power outages and any subsequent loss or damage to your work.
- The Library's Internet resources may only be used for educational, informational, and recreational purposes.
- Computer setup and software data MAY NOT be altered in any way, even for temporary use.
- The deliberate propagation of computer worms and viruses, as well as the transmission or use of threatening, harassing, or abusive language or images, will not be tolerated.
- The Internet must be shared and used in a manner that respects the rights of others and refrains from activity that prevents others from using it.

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