



Rahway Public Library

POLICY ON INTERNET AND COMPUTER USE

Policy Statement: The Rahway Public Library provides public access to computers that are connected to the Internet through a local area network and a wireless network. Library computers provide a variety of software and Internet options which meet the needs of the community in keeping with the mission of the Library. The Library uses a commercial filtering service for Internet access. The Trustees of the Library mediate Internet and other library service challenges. The Library cannot guarantee the integrity of web sites visited on library computers. The privacy of library computer users is of concern to the Rahway Public Library. Library computer users are urged to safeguard their personal information when using library computers in general and in particular on social networking sites. Print jobs with personal information cannot be guaranteed privacy in the networked printer environment. The networked printer also provides public fax service. Privacy cannot be guaranteed for fax services. Library computer users are subject to the privacy policies of web sites that they might visit using library computers. Information given to the Rahway Public Library and staff is retained only to assist with library operations, is treated confidentially, and shared only with appropriate authorities by court order. Criminal activity on library computers is prohibited and the Library will cooperate fully with authorities to apprehend those who do it.

Procedures:

1. Library computer users must register using their library card or acceptable form of identification at the adult or children's registration kiosk workstation. Library users with outstanding fees of \$5.00 or more are denied computer privileges.
2. Library computer user will be assigned a specific Internet station and password.
3. Children under 12 yrs. old must register in the Children's department to use a computer. A parent/guardian must be present for children under 8 yrs. old. Library staff can advise children on computers but parents are responsible for children's Internet use. Library staff can assist parents who would like help setting guidelines for children using the Internet.
4. Extensions may be granted by library staff if there is no one waiting until 3pm. After 3pm, Internet workstations may be briefly vacant to allow access for new users that day in preference over repeat users.

5. Reference Internet Plus workstations are used exclusively for access to office software, internet, audio and databases. These computer users may save data to disks and memory sticks of their own or purchase disks from the library. There is a one hour time limit for using Reference Internet Plus workstations. The Library reserves the right to restrict the use of Reference Internet Plus workstations and refer library computer users to general Internet workstations.
6. Library computer users are reminded that computers and printers are in a shared space and they are asked to be courteous, considerate and respect the rights of others. Audio is permissible only at designated computers with headsets, which are available at the Reference desk.
7. Library computer users may ask for assistance but are subject to the discretion of the staff in terms of time available to help them at a computer. Staff will be helpful and accommodating but may also be very busy. Scheduled computer classes are available at the library for those who need basic instruction.
8. Prints can be retrieved at the Circulation Counter. There is a charge of .20 cents per black and white print, \$1.00 per color print. Advertising and non-text pages will be counted as part of a print job. Fax service is available at the Circulation Counter for \$2.00 first page, \$1.00 for each additional page. Originals will be returned to customer for safekeeping as the library does not shred originals.
8. Computer sessions end 15 minutes before the library closes.
9. The library is not responsible for documents lost due to technical problems.
10. Library users may not hack, install or delete software. Computer users may save information on disks or remote memory sticks only on limited reference workstations.
11. Laptops may be used anywhere in the library. Wireless internet service is available. Electrical power through a library outlet may be used only while working on the laptop. Other devices may be used in the library and plugged into electrical outlets or computers only while working on them, not for charging purposes. Talking on cell phones is not permitted in the library and cell phones are not to be plugged into library outlets. Using a cell phone's non-talking functions is permitted if the audio is muted.
12. Library staff organize and present access to the Internet through the library's web site and databases so that our library users can understand and benefit from all that is available. The library is open to comment about what our users need from the Internet.
13. All users, but particularly children are urged to keep personal information private and not engage in Internet activities or dialogue which requires them to reveal personal information.
14. The Library maintains a list of web sites which provide guidance about the Internet.

Adopted by the Board of Trustees: November 18, 2008