

Computer, Internet, and Technology Acceptable Use Policy

General

To fulfill its mission of providing access to information that inspires curiosity and leads to new learning experiences for patrons of all ages, Red Hook Public Library provides access to public computers, WiFi, tablets, hotspots, and other technology.

This policy applies to all public and private technology used in and around the library, at programs or when equipment is checked out to patrons.

Computer Use

Access to the library's public computers is granted to patrons and guests on a first come, first served basis.

If a line develops for public computer use, patrons will be asked to limit their time to 30 minutes.

Patrons must be responsible for their behavior and for any damages that occur due to misuse. Any vandalism, destructive behavior or illegal activities may result in police action as well as suspension of privileges. Parents/guardians will be held responsible for any damage done by children and/or dependents.

Printouts made from the computer printer will be paid as per our fee schedule, and are non-refundable.

The Library makes laptops and tablets available for programs or individual use at the discretion of the director or designee.

Patrons need to sign an Equipment Use Agreement form before checking out costly equipment.

WiFi, Internet, and Data Use

Red Hook Public Library provides WiFi for the use of its patrons. It follows the best practices as determined by Mid-Hudson Library System, requiring all wireless networks to be encrypted. The library's wireless system demands a password for use. Patrons may request the password at the Circulation Desk.

The Library is not responsible for any lost data or damages due to use of library equipment or WiFi, or related technologies.

Acceptable use and Expectations

Red Hook Public Library Internet services may be used only for lawful purposes. Use of this service that violates any local, state or federal regulation is prohibited. This includes, but is not limited to, distribution of copyrighted content, computer hacking, and pornography. Computer users will also refrain from any activity that unreasonably interferes with Red Hook Public Library patron/staff comfort, safety, use or quiet and peaceful enjoyment of the library, including but not limited to:

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- Making any loud or unreasonable noise, or other disturbance, including disruptive use of personal communications or entertainment devices.
- Vandalizing or abusing computer equipment, including tampering with equipment or software.
- Hacking into computer systems.
- Refusing to leave a computer when requested, or continuing to create a disturbance while using Red Hook Public Library equipment.
- Viewing of any illegal, offensive, or harmful matter, including but not limited to pornography.

Additionally, Red Hook Public Library has the following expectations:

- Users will comply with a Library staff member reasonable request to refrain from or change a disruptive behavior.
- Users will comply with internet etiquette as stated in this document.
- Users will refrain from harming Red Hook Public Library computers or systems through the use of viruses or other malicious acts.
- Parents and/or legal guardians are responsible for monitoring their child's use of the internet.

Persons who violate these rules may receive a warning from Red Hook Public Library staff and/or an opportunity to cease the violation or leave the Library. Illegal activity, as well as any willful or repeated violations of this policy or other Red Hook Public Library regulations, may result in removal from the facility and/or suspension or termination of Red Hook Public Library privileges. Violation of law may result in arrest and prosecution. In addition, where authorized by Federal, State or local law, violations of this policy may also result in arrest.

Internet Policies & Disclaimer

Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies that serve to govern the purchase of written materials may not apply to material accessed electronically.

Library's staff can give basic instruction on how to initiate access to the Internet and do word-processing, but cannot offer detailed personal instruction while working at the circulation desk. Patrons are encouraged to schedule time for computer help as available.

All use of the Internet should support the objective of the Red Hook Public Library to be a conduit for patrons to obtain information and to provide opportunity and encouragement for people to continually educate themselves.

Red Hook Public Library does not monitor or control the content of the material accessed through the Internet or any of its devices and cannot be held responsible for its contents.

The Library employs antivirus software, but it cannot warrant that its website, server, or any other Web site accessed by internet users is free of viruses or other harmful components. The library does not and cannot assume liability for damages that result from the use of the internet.

Privacy

Red Hook Public Library champions the protection of personal privacy. It will keep confidential all such information that it purposely or inadvertently collects or maintains to the fullest extent permitted by law, including the USA PATRIOT Act.*

- The Library does not monitor an individual's use of the Internet.
- Security in an electronic environment such as the internet cannot be guaranteed. All transactions, files and communication are vulnerable to unauthorized access and use, and therefore should not be considered confidential. Patrons must respect the privacy of others by not attempting to modify or gain access to files, passwords, or data belonging to others.
- Users of public computers are urged to close browsers, log out of all applications, and delete their histories after use. Each user takes responsibility for their own security.
- Red Hook Public Library strives to offer privacy to computer users. Due to constraints of space, when accessing various internet sites, please be conscious of others in your vicinity, particularly children.
- Red Hook Public Library does not provide information about patrons' library records, use of other library materials, or use of the internet to law enforcement officials without an appropriate court order. However, law enforcement officers may take action on their own if they are aware of illegal activity. Internet users are reminded that illegal use of the internet is prohibited by State and Federal laws, and by Red Hook Public Library policy.

*USA PATRIOT Act: (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act) Sections 214-216 of this Act gives law enforcement agencies expanded authority to obtain library records, monitor electronic communications and prohibits libraries and librarians from informing library users of monitoring or information requests. For more information on the USA PATRIOT Act, please see USA PATRIOT Act Resolution.