

The Rutherford Public Library Internet Use Policy

The Rutherford Public Library attempts to provide materials of the highest quality for use by all patrons and recognizes that the Internet provides access to a vast amount of information. The Internet is accessible on Library computers in support of its goals to meet the educational, informational, cultural and recreational needs of its patrons. The following policy and rules have been developed to meet the Library's mission while respecting the sensibilities of all patrons.

Access

In addition to library-owned public access computers, the Library offers free wireless Internet connections for Library patrons to use with their laptop computers. Please note that this policy also applies to laptop users.

The Library does not select the material on the Internet and has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. Not all information available via the Internet is accurate, current and complete. The availability of information does not constitute endorsement of the content by the Rutherford Public Library. Users are encouraged to carefully evaluate the validity of information accessed via the Internet. Users are cautioned that ideas, points of view and images found on the Internet may be graphic, controversial, inflammatory or offensive. Library computers with Internet access are located in public areas shared by Library users of varying ages, backgrounds and sensibilities. Individuals are required to be considerate about accessing potentially controversial information and images.

Supervising Children's Use

Computers in the Children's Room are for the use of children through grade six and adults assisting children. The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with the child's parents or guardians. The Library does not employ filters to restrict access to any Internet site. The Library requires a parent or guardian to sign an authorization form for all Internet users through grade six.

Prohibited Activities

Computers are located in public areas where patrons of all ages and sensibilities can easily view the screens. **Display or transmission of sexually explicit graphics or materials that are obscene, pornographic or harmful to minors is strictly prohibited at the Library.** Staff reserves the right to request that a patron exit a website if the staff member judges the material to be inappropriate for public viewing. Child pornography is illegal and will immediately result in police intervention. The Borough of Rutherford and the Rutherford Public Library prohibit acts of harassment, sexual or other forms, against Library patrons and staff as per Title VII of the Civil Rights Act of 1964 and the New Jersey Law Against Discrimination.

The Library's Internet resources may not be used to perform any illegal activity, including the deliberate propagation of computer viruses. The Library computers may not be used to seek prohibited access to any other computer system.

Responsibility of Users

Use of any public access computer at The Rutherford Public Library constitutes acceptance of this policy and related procedures. The Library reserves the right to terminate the session, evict

the patron, or suspend or terminate the library privileges of anyone who fails to follow the rules for use of library computers or whose computer use disrupts library service, or violates library policies or procedures.

Security and Privacy

Users are cautioned that 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. The Library makes no representations, either express or implied, with regard to the confidentiality of the information either being transmitted on the Internet or being received on the Internet by a library patron. Internet users must respect the privacy of others by not attempting to modify or gain access to files, passwords, or data belonging to others.

Copyright warning

All rules of copyright and personal property must be honored. Information in the form of text, graphics, music, video, software or other media that is retrieved or utilized electronically should be considered constitutionally protected.

Technical Assistance

Patrons signing up to use the computers, or those patrons using their own laptops, should have an operating knowledge of computer skills and programs they wish to use (e.g., Internet Explorer, Microsoft Office). Patrons should be familiar with a Windows and/or Mac environment. Library staff can help patrons get started, but cannot provide extensive assistance or tutoring in computer applications and email, or assist with extensive Internet searches.

Wireless

Wireless Internet access is available throughout the Library for those who have laptops or other wireless-compatible devices. For information on logging into the wireless network, please ask at the Reference Desk. The wireless network is used at your own risk. Library staff does not provide support for connecting to the network. The Library is not responsible for any damage done to hardware or software configurations.

Rules for Use of Library Computers

1. Sign up for an Internet computer before using it; promptly give up the computer when your time has elapsed.
2. Give up the computer when requested by staff.
3. You may download files using supported media. The Library is not responsible for damage to your media or for corruption of your data, including damage caused by mechanical malfunction or corruption caused by virus or spyware infection while using library computers.
4. The charge for printing from the computers is posted. Please pay at the nearest check-out desk
5. Respect others' privacy by not attempting to observe or comment on what others are viewing.
6. Close the Internet browser completely when you are finished with your session. This helps protect the privacy of your search.
7. Do not gather around computers. Doing so may obstruct others or create noise that distracts others.
8. Do not misuse computer equipment or software. Any vandalism, destructive behavior or illegal activities may result in police action as well as suspension of library privileges.

Misuse includes but is not limited to:

- Viewing illegal or prohibited material.
- Hacking into the library computer system or any other computer system.
- Mishandling, damaging or attempting to damage computer equipment or software; tampering with computer settings.
- Interfering with system operations, integrity or security.
- Attempting to gain or gaining access to another person's files or authorization code.
- Harassing others with messages, prints or images.
- Violating copyright laws and software licensing agreements.
- Failing to pay for printing.
- Eating, drinking or horseplay around the computer workstations.
- Refusing or ignoring a staff person's request to give up a computer.
- Failing to sign up for an Internet Computer.
- Any other violation of this *Internet Use Policy*.

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Adopted by the Rutherford Public Library Board of Trustees: May 10, 2005. Revised June 9, 2009.