Mamakating Library Computer-Use Policy

Privileges and Responsibilities

Computers at the library are provided for library members and guests to access online and software resources for information, communication and pleasure. In addition, the library's catalog is available at each computer. Please ask a staff member if you would like help looking up, or placing a hold on, library materials. For general computer –use questions, staff can provide up to ten minutes of assistance. Those with more detailed questions are encouraged to register for a computer class or one-on-one technology assistance.

Wifi is provided at no charge 24 hours a day. No password is required. The wireless network is not encrypted, therefore information sent over the internet wirelessly is not protected or secure. For greater protection of personal information, the library does not recommend using personal devices on our public wifi network.

Computer and device users are reminded that when seated in the library's public area, material on the screen can be viewed by library visitors of all ages. Library staff may ask users to leave websites that may cause a disturbance in the library.

The library is not responsible for any loss or damages, direct or indirect, arising from its connections to the internet or from any other use of its computing resources. The internet may contain material of a controversial nature; the library does not filter access to material nor protect users from offensive/objectionable information. Parents/guardians of minor children are asked assume responsibility for their children's use of the internet at the library.

Users must abide by all federal and state laws with respect to copyright and transmission of materials over the internet. Violators are subject to prosecution by the appropriate authorities. See the attached *Commercial Internet Acceptable Use Policy* by the Library's internet service provider.

Violation of the regulations herein may result in suspension or loss of computer privileges.

General Rules

1. Computers are available on a first-come, first-serve basis for 30 minutes. If others are waiting, the person who has been using the computer longest (beyond their initial 30 minute window), will have 10 minutes to complete their work, at which time the waiting patron will take their turn.

2. All technical problems should be reported to library staff.

3. No more than two people may gather at one computer at a time.

4. Discussion must be kept at a low volume.

5. Cell phone conversations must be taken outside when weather permits, otherwise held quietly in the foyers. Exceptions may be made for short low-volume conversations needed to troubleshoot website-related issues.

6. Headphones are available at the circulation desk. A license or other form of ID must be left at the desk until the headphones are returned.

7. Black and white printing is available at 10 cents per page on the printer behind the circulation desk. Prints and copies made on the color printer by the public computers are 20 cents per page. Please pay before leaving the library. Printing charges may be waived for homework assignments and tax forms at the discretion of the library staff.

8. Any material saved on a library computer will be erased at the end of the day.

9. Log out of websites and close windows when finished, but do not turn off the computer or monitor.

10. Computers will be turned off 10 minutes prior to closing time.

Approved by Mamakating Board of Trustees on July 3, 2019

Amended February 8th, 2023