



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 entertainment. In addition, the library's catalog is available at each computer. Staff are available to help patrons access library resources. 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.

Wi-fi 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 public wi-fi networks. The provisions set forth in the Library's Computer Use Policy are applicable to wireless network (Wi-Fi) access as well.

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.

Internet Use

Internet services are provided equally to all users. The Mamakating Library has no control over Internet resources and contents; therefore, it assumes no responsibility for the quality, accuracy, or timeliness of any information obtained from the Internet. Internet access, as well as wireless usage, may not be used for illegal or unacceptable purposes, including, but not limited to: harassment of other users; libeling or slandering other users; destruction or damage of equipment, software or data belonging to the library or other users; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material; and "hacking," unauthorized access and all other unlawful activities.

Library policy does not allow disclosure, use or dissemination of personal identification of internet users to unauthorized parties. Parents/guardians are advised that the library is not responsible for the safety and security of minor users.

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 Commercial Internet Acceptable Use Policy by the Library's internet service provider here: https://frontier.com/policies/commercial_aup

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. Time can be extended if there are no other patrons waiting. If others are waiting, the person who has been using the computer longest (beyond their initial 30 minute window), will not be able to extend their time, allowing waiting patrons to have a turn.
2. The Mamakating Library uses Envisionware software to manage computer sessions. At the start of a session, computer users are required to read and accept the Computer Use Policy. By selecting the "accept" option on the computer, the user is agreeing to abide by this policy.
3. Computers may not be altered for any purpose, nor may external programs be accessed or personal software be used in conjunction with the library's hardware. Installing outside software or applications is not permitted on public-access computers. USB ports are available for patrons to access their own data via an external drive. The patron agrees to hold the library harmless for any alterations that may occur when accessing an external drive from a library computer. USB drives are available for purchase at the circulation desk.
4. All technical problems should be reported to library staff immediately.
5. No more than two people may gather at one computer at a time.
6. Discussion must be kept at a low volume.
7. 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.
8. 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.

9. Black and white printing & copies are available at 20 cents per page on the printer behind the circulation desk. All prints and copies made on the color printer at the circulation desk are 50 cents per page. Please pay before leaving the library. Printing charges may be waived for homework assignments, tax forms, and/or at the discretion of the library staff. (Effective 1/1/25)
10. Any material saved on a library computer will be erased when the user's session concludes.
11. Log out of websites and close windows when finished, but do not turn off the computer or monitor.
12. Computers will be turned off 15 minutes prior to closing time.

Internet Safety

It is the policy of The Mamakating Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, child pornography, or any material deemed harmful to minors.

Subject to the Executive Director's authorization, technology protection measures may be disabled for employees or minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of RCLS online computer network users when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Adopted by Mamakating Board of Trustees on July 3, 2019

Amended February 8th, 2023

Amended October 9th, 2024

Amended November 12th, 2025