Policy: Internet Policy

Procedure:

I.   Internet Access

A.   In response to advances in technology and the changing needs of the community, the Albany Carnegie Public Library endeavors to develop collections, resources and services that meet the cultural, informational, recreational, and educational needs of our community. It is within this context that the Albany Carnegie Public Library offers access to the internet via patron computers or access to public internet.

B.   The Albany Carnegie Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The library has filtering software, but the internet is a worldwide community with a highly diverse user population, and it is your responsibility to use this resource wisely.

C.   Internet resources accessible through the Library are provided equally to all library users. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and /or accessed by their children. Approval must be provided by a parent or guardian before a minor will be allowed to use the Internet/computers.

II.   Wireless Internet Access

A.   The Albany Carnegie Public Library offers internet access via a wireless network throughout the entire public space within the library building during regular operating hours.

B.   Persons using the wireless connection agree to comply with all provisions of the current Albany Carnegie Public Library Internet Agreement, apart from a 90-minute/per daytime limit. Failure to comply with this policy could result in the loss of wireless Internet access privileges within the library.

C.   The library's wireless connection is filtered for content, but data is not encrypted. Therefore, use of the wireless connection is done at the patron's own risk. Wireless networks are transmitted via radio waves and are therefore susceptible to potential 'eavesdropping,' so patrons should be aware of what they are transmitting over this open network. By using the connection, patrons acknowledge that security errors and hacking are inherent risks associated with any wireless service. For that reason, patrons expressly agree that they knowingly assume such risk, and further agree to hold the library harmless from any claim or loss arising out of or related to any such instance of hacking or other unauthorized use or access to the patrons' computer. Patrons using their own devices are responsible for maintaining up to date antivirus software, firewalls, etc. on their device.

D.   The library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless Internet connection. Any damage done to the patron's equipment or self from viruses, identity theft, spyware, plug-ins, or Internet-borne programs is the sole responsibly of the patron; and the patron indemnifies and holds the library harmless from any such damage.

E.   The library cannot always guarantee a strong signal in all places in the library, many things can interfere with wireless connections, including building elements cordless phones, etc. The library takes no responsibility for lost data, etc. due to a lost connection.

F.   Patrons are responsible for their own equipment. The library will not be held responsible for lost or damaged items.

G.   Printing is not currently available from the wireless network. Patrons may save their work to a USB drive and print items from the library's printer.

H.   As the library cannot accept the liability of handling patron's personal computer equipment and/or cellphones, library staff will not change settings or be available for technical support or troubleshooting on patron's personal computer equipment, other than providing basic instructions and tips for configuration.

III.   Guidelines for accessing the internet at the Albany Carnegie Public Library

A.   All internet users must sign an Internet Agreement and those under 18 must have a parent/guardian's signature on file.

B.   Computers will be available on a first come, first served basis.

C.   There will be a time limit of 90 minutes (about 1 and a half hours) per session, and sessions may be extended if there are no other patron waiting. Patrons using their own devices do not have a time limit.

D.   Internet access ends thirty minutes before the library closes.

E.   Patrons are prohibited from using their own software programs on and/or drives that connect to the public computers. This will help prevent computer viruses, malware, and spy programs from being downloaded on public computers.

F.   Patrons may print information they find online. Materials printed in black and white are ten cents a page and items in color are twenty-five cents a page. Payment is made at the circulation desk before printed items are given to the patron.

G.   In some cases, complete access to websites may not be possible. There are many reasons, among them:

1.   The host computer has changed its address or closed

2.   The Library's Internet connection may be temporarily inoperable due to

technical difficulties

3.   There are too may Internet visitors and the host computer has limited

access from the "outside world"

4.   The Library's filtering software has declined the site as fake, suspicious, or inappropriate.

H.   The library does not censor your access to materials or protect you from information you may find offensive, controversial, or inappropriate.

Category: Policies and Procedures

Title: Patron Policy: Internet Policy

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I.   Sexually explicit material is never allowed on public or personal items in the library. Viewing sexually explicit content in the library will result in the suspension of all library privileges.

J.   Misuse or vandalism of public computers or public internet will result in the loss of all computer privileges and potential fines/charges.

K.   A Library card is not required to use a public computer or the public internet. However, library card holders must be in good standing with the library to use computers. Patrons with fines, or with material that is overdue may have public computer access blocked until materials are returned and/or fines are paid.

L.   Not all sources on the Internet provide accurate, complete, or current information. You need to be a crucial information consumer, questioning the validity of the information you find.