Policy on Public Use of Library Computers & the Internet

As a vital contributor to the quality of life of Hoboken's citizens, the Hoboken Public Library's mission is to connect people with books and information by providing a broad and diverse collection of books and other library materials, innovative programs, competent staff, timely service, appropriate technologies and an inviting facility. Public access to computers and the Internet is germane to the Library's mission. Computer and Internet access is available to all patrons of the Hoboken Public Library.

Disclaimers

Library patrons use the Internet at their own risk The Internet is a decentralized, un-moderated global network; the Hoboken Public Library has no control over the content found there. While the Library endeavors to provide access to information of the highest quality, the Library specifically disclaims any warrantee as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose. The Library is not responsible for the availability and accuracy of information found on the Internet. The Library considers it important to assist its patrons in understanding that the information accessed through the Internet may contain material that is incorrect, inauthentic, unreliable, illegal, obscene, or sexually explicit. The Library will have no liability for direct, indirect, or consequential damages related to the use of information accessed through the Library's Internet service.

In addition, the Library cannot ensure that data or files downloaded by users are virus-free. The Library is not responsible for damages to the user's equipment, data or programs from the use of data downloaded from the Library's Internet service. The Library is not responsible for damage to users' disks or computers or for any loss of data, damage, or liability that may occur from use of the Library's computers. The Library, having installed and enforced the operation of filtering software in compliance with the Children's Internet Protection Act, will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users.

As with all Library resources, the Library affirms the right and responsibility of parents/guardians, NOT Library staff, to determine and monitor their minor children's use of the Internet including information selected and/or accessed by their children. Parents who believe that their children cannot responsibly use the Library's Internet access are requested to monitor their children's Internet use. The Library strongly encourages parents or legal guardians to provide their minor children with guidelines about acceptable use.

Users should be aware that inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution.

CIPA Compliance

In order to remain eligible for certain federal funding, the Library has implemented software filtering on all of its Internet-accessible computer terminals as required by the Children's Internet Protection Act (or CIPA). The software installed on Internet-accessible computers at the Library protects against access to visual depictions of obscenity, child pornography, and, in the case of persons under the age of 17 years, materials that are harmful to minors*.

Users should be aware that all currently available filtering software results in a degree of both "underblocking" (i.e. permitting access to certain material that falls within the foregoing categories) and "overblocking" (i.e. denying access to certain constitutionally protected material that does not fall within the foregoing categories). The Library cannot guarantee that the filtering software will block all obscenity, child pornography, or materials that are harmful to minors. Nor can the Library guarantee that the filtering software will not restrict access to sites that may have legitimate research or other value.

If users do not find what they need, please do not hesitate to ask a librarian for help. Technology protection measures** may be disabled by authorized Library staff members, as necessary, for bona fide research or other lawful purposes by people aged 17 or older. The Library is responsible for providing minors as well as their parent/guardian with information on Internet safety measures. You can request a copy of our Internet Safety Guidelines sheet at the Young Adult or Children's desks.

*Harmful to minors – defined by the Communications Act of 1934 (47USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that: taken as a whole and with respect to minors, appeals to prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors

**Technology protection measures – The Library, either by itself or in combination with its Internet access provider, will install filtering software or other technologies on all Library computers with Internet access, and will enforce the operation of same during any use of those computers, to prevent minors from accessing visual depictions that are 1) obscene, 2) child pornography, or 3) harmful to minors.

Wi-Fi Internet Access

The Library provides free public access to the Internet to enable Library patrons to use their own Internet enabled devices to access the Internet while at the Library. Users of the Library's Wi-Fi network are subject to all provisions of this policy. Users will agree to abide by the Library's policy upon signing into our network.

Rules Governing Use

Adult Computers

- Computers in the reference department are for individuals 18 and older. Exceptions will be made in the following circumstances: when the third floor is closed, when there are no computers available in the Young Adult department, or when a parent, guardian or caregiver accompanies and supervises a child. Under these circumstance, the minor will be assigned a computer close to Reference staff should additional assistance be needed.
- Patrons with a Hoboken Library card, a Hoboken Library courtesy card, or library cards from other BCCLS libraries may register for a computer at the self service station or at the Reference Desk.
- Patrons without an accepted library card may register for a computer at the Reference Desk with a picture ID. Patrons without a picture ID will be given a ONE TIME ONLY computer session. After that time they will need to present a picture ID to gain computer access.
- Patrons will receive a one hour session with registration and can receive up to two sessions per day. There is only ONE computer session per patron on Sundays.
- Patrons will be assigned a computer randomly and cannot request a specific computer. (Other than in the above stated exception for minors.)
- Patrons may not give their session to another person or receive a session from someone else.
- Patrons may not use another individuals' library card under any circumstance.
- Library computers will turn off automatically 15 minutes before the Library closes.
- Sign-ups for computer sessions ends 30 minutes before the Library closes.
- Patrons should sign out of any email, social networking or other online accounts before ending their session.
- Patrons must perform their own searches. Staff can provide limited instruction, time permitting. Please see our calendar for computer classes.
- If you are having a problem with your computer, please ask for assistance at the reference desk. Do not try to troubleshoot the problem yourself.
- Patrons wishing to save their work should bring their own flash drive. A limited number of drives may be available for sale at the reference desk.
- Patrons must use the designated tool to end their session: the "End Session" button. Patrons should not turn off computes using the start button or by manually pressing the restart button on the computer hard drive.

- Patrons may print from computers. Black and white copies are .15 cents each, color copies are .35 cents each.

Children and Young Adult Computers

- Computers in the children's department are restricted to children and their caregivers. Computers in the Young Adult Department are restricted to patrons in 6th-12th grades. These restrictions apply even if the computers are unoccupied.
- Patrons should sign up for a computer at the children's or young adult department desk. Patrons will receive a 30 minute session which may be extended depending on computer availability.
- Sign-ups for computer sessions ends 30 minutes before the department closes.
- Patrons must perform their own searches, however staff is available for limited instruction, time permitting.
- If you are having a problem with your computer, please ask for assistance at the Children's or Young Adult Desks. Do not try to troubleshoot the problem yourself.
- Patrons wishing to save their work should bring their own flash drive. A limited number of drives may be available for sale at the reference desk.
- Printing should be completed within the 30 minute time slot. The Library reserves the right to restrict printing to 10 pages per session. The first 10 pages printed will be free if they are for school. Patrons will be charged .15 cents for each additional black and white page and .35 cents for each color page printed.
- Computers will be turned off 15 minutes before the Library closes.

Unacceptable Uses of Computers & Wireless Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. *Uses that violate the law or encourage others to violate the law.* Transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is

explicit permission on the materials to use them. This includes illegally downloading or burning/copying music or other media to personal storage units.

2. *Uses that cause harm to others or damage to their property.* Engaging in defamation (harming another's reputation by lies); uploading a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. *Uses that jeopardize the security of access of the computer network or other networks on the Internet.* Disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the Library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software; downloading or uploading software or programs of any kind, including iTunes; attempting to circumvent computer timing software.

4. *Uses that compromise the safety and security of minors when using e-mail, chat rooms and other forms of direct electronic communications:* Minors under age 17: Giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has "met" on the computer network or Internet without a parent's permission.

5. *Acting in a way that can reasonably be expected to disturb other patrons and staff.* Such as, playing music or other sound that is audible to others, sharing computers with one or more people, eating food or drinking uncovered beverages at computer terminals

Response to Violations
Users' access to the Library's computer network and Internet is a privilege, not a right. If a patron violates this policy they will be asked to leave the Library for the day. If a patron violates the policy on more than one occasion his/her library privileges will be revoked for a period of one week for the second violation and one month for a third violation. If a patron is viewing pornographic material he/she will immediately lose library privileges for a period of one month. If a patron views pornographic material more than once his/her library privileges will be revoked. Patrons whose library privileges have been suspended or revoked may appeal the suspension/revocation to the Library Board of Trustees by submitting a written appeal within 10 days of the date that the patron is notified of the suspension/revocation. The Board of Trustees will consider the appeal at its next regularly scheduled meeting that occurs at least 5 days after receipt of the appeal.

Adoption

The Policy on Public Use of Library Computers and the Internet was adopted by the Board of Hoboken Public Library at a public meeting, following public notice, on September 27, 2016.