Policy for Public Use of Computers and the Internet

The Manlius Library recognizes that access to the Internet is a fundamental information need and strives to provide access in the most fair and equitable manner possible. To this end, the Library has developed the following guidelines to secure and protect the rights of Library patrons to access the Internet safely and securely.

Security

Patrons are cautioned that use of the Internet, whether on the public computers or through the Library's Internet connection, is not a secure medium. All transactions, files, and communications may be subject to unauthorized access by third parties. The Manlius Library assumes no responsibility and accepts no liability for any information that is compromised; loss of privacy or data; or damage caused to patrons' hardware or software due to electric surges, security issues, viruses, or hacking while using the network.

It is the Library's policy not to release information on the use of electronic resources by individuals except as required by law.

General Rules for Using Computers and the Internet at the Library

The following rules apply to patrons of all ages who are using a library-owned computer or their own computer in the library or on the library grounds.

1. Patrons who use library computers and any peripheral equipment or their own personal computers in the Library or on its grounds are required to abide by the Policy on Public Use of Computers and the Internet as well as any additional rules, including the Patron Code of Conduct. Use of any public computer or wireless connection at the Library constitutes acceptance of the policy and related procedures.

2. The Library strives to balance the rights of patrons to access all types of information resources with the rights of staff and patrons of all ages, backgrounds, and sensibilities to work in a public setting free from disruptive sounds and visuals. Individuals are expected to consider this diversity and respect the sensibilities of others when accessing information or images.

3. Anyone who engages in unacceptable use or whose computer use disrupts library service or violates library policies or procedures may have their library and/or computer privileges suspended or terminated or may be asked to leave the Library. The Library reserves the right to terminate a patron's computer use at any time and without notice.

4. Internet access should be used in a legal and responsible manner consistent with the educational and informational purposes for which it is provided. Unacceptable use of the Internet (including use of the Wi-Fi) includes, but is not limited to, the following purposeful conduct:
   - using library computers for activities that violate local, state, or federal laws or regulations, including but not limited to, committing fraud, hacking, sexual harassment, theft, or engaging in communications which are libelous or slanderous

- viewing, downloading, saving, transmitting, or printing child pornography or obscene materials (as defined in New York State Penal Law Section 235.00)
- attempting to disrupt library service; gain unauthorized entry to the Library's network; delete or modify Library software; or cause degradation of system performance

5. It is the responsibility of all users of electronic resources to respect intellectual property rights. Patrons will abide by copyright laws, licensing agreements, and materials protected by trade secret.   Responsibility for any consequences lies with the users.

6. In public study areas of the library patrons may not cluster around computers in a manner that creates an obstruction or creates noise that disrupts others.

7. Library staff members may not be able to provide in-depth computer assistance to individual computer users. However, as time and knowledge permit, staff will answer questions to help users locate and use resources on the Internet or on other electronic resources of the library.

8. Notwithstanding any other term of this Policy, Manlius Library assumes no duty, responsibility or obligation to exercise control over or supervise the use of any computer or the internet. By using a library computer or peripheral equipment or accessing the internet from the Manlius Library, the user agrees to defend, indemnify and hold the Manlius Library and its officers, trustees and employees harmless from any claim arising from misuse of the internet or any computer or peripheral equipment or any violation of this Policy.

Access by Children

Parents, guardians, and adult caregivers agree to assume responsibility for deciding which library resources are appropriate for their own children. The Library has neither the right nor the responsibility to act in place of a parent, guardian, or caregiver and assumes no responsibility for the use of the Internet by minors. We advise parents or guardians to monitor and supervise their children's Internet use as well as guide and inform them about materials they should and should not use.

Approved by Manlius Library Board of Trustees July 22, 2019