



## **Tully Free Library**

### **Policy on Use of Public Computers and the Internet**

Tully Free Library strives to provide the most up-to-date resources to meet the educational and informational needs of its patrons. To this end, the Library offers the use of personal computers with commonly available software applications, and access to the Internet via public computers and wireless service. The Internet enables individuals to gain access to ideas and information from around the world. While it offers information that is personally and professionally enriching, it also enables access to materials that some may consider offensive or inappropriate.

Tully Free Library does not monitor, and has no control over, information accessed through the Internet by its patrons on its public-access computers or through personal computing devices using our wireless service. The Library assumes responsibility only for information on the home page of its web site, [tullyfreelibrary.com](http://tullyfreelibrary.com). Library patrons use the information available on the Internet at their own risk and at their own discretion. With regard to children under the age of 18, it is the responsibility of the parent/guardian, and NOT the Library, to monitor or restrict a child's access to the Internet. Filtering and blocking software are NOT utilized on the public-access computers. The Library public-access computers are offered freely and equally to all patrons, regardless of age. Parents/guardians of underage children (under 18 years) who do not wish to have their children access certain library services must advise their children.

Every patron who wishes to use the Library's public-access computers must first review this policy. All patrons must present a valid Onondaga County Public Library card and sign in. Patrons with overdue/lost book fines in excess of **\$3.00** are not permitted to use the Library's computers until the fines are paid, except at the discretion of the Library staff. The Library reserves the right to terminate a computer session should computer use result in disruption of library service. No library computer terminal shall be used to access or distribute illegal materials.

Library staff cannot provide in-depth training or troubleshooting concerning the Internet, wireless Internet access, or a patron's personal computing devices. However, information regarding introductory computer and internet use classes is available; please see a Librarian for information.

#### **CONDITIONS OF PUBLIC-ACCESS COMPUTER USE**

- Respect the privacy of other library patrons during their computer sessions.
- Food and/or drinks are not permitted in the public-access computer area.
- Use of cell phones in the public-access computer area is not permitted.
- Any attempt to gain unauthorized access to the Library's computer systems or to alter or damage software of computer equipment is prohibited.



- Downloading, installing, or using personal copies of software not authorized by the Tully Free Library is not permitted.
- Software registered to the Tully Free Library may not be copied for personal use. Doing so is a violation of U.S. copyright laws and the Library's licensing agreement with the software publishers.
- Sending lewd or threatening e-mail messages is prohibited.
- Due to the limited resources available for provision of public access to the computers, the Library reserves the right to limit the amount of time an individual may have access to library equipment. There will be a 1-hour time limit on general computer use; if no one else is waiting to use the computer, this time can be extended at the Librarian's discretion.
- Unless the printer is not functioning properly, (e.g. paper misfeeds or low toner) each page that is printed must be paid for. "Scrap" sheets are available as test print pages at a reduced price.
- It is not necessary to make an appointment to use the Library's computers. Services are generally offered on a 'first come, first served' basis. However, if scheduled time on a computer has been pre-arranged, the computer will be made available to the individual at the appointed time.
- Information downloaded from the Internet must be copied DIRECTLY onto a USB flash drive. ***Nothing may be stored on the computer hard drive.***
- Tully Free Library is not responsible for loss of information that may occur from a patron's use of the Library's computers.
- Failure to comply with posted computer use rules will result in loss of computer privileges.
- Computers will be shut down about 5 minutes prior to closing.

## CONDITIONS OF INTERNET USE

- Each patron agrees to follow the posted rules for Internet use. Youth aged 12-16 years are required to have written permission from their parent/guardian to access the Internet. (form attached)
- Children under the age of 12 years must be accompanied and assisted by a parent or guardian (over the age of 18 years).



- Patrons must be aware that the Library's computers are located in public areas that are shared with other patrons and staff of all ages, backgrounds and sensibilities. Patrons are expected to respect the sensibilities of others when accessing potentially offensive information or images.
- Use of the Tully Free Library's public-access computers to participate in chat rooms is prohibited.
- Use of the Internet for activities that violate local, state or federal laws is prohibited.
- Patrons are reminded that the Internet is not a secure environment, and all transactions may be subject to unauthorized access by third parties. The Tully Free Library assumes no responsibility resulting from any unauthorized access by third parties.
- Patrons must respect intellectual property rights. Consequences of copyright infringement lie with the user; the Tully Free Library expressly disclaims any liability or responsibility resulting from such use.
- Due to the limited resources available for provision of public access to the computers, the Library reserves the right to limit the amount of time an individual may have access to the Internet. There will be a 1-hour time limit on Internet use; if no one else is waiting to use the computer, this time may be extended at the Librarian's discretion.
- Library staff is available to assist as much as time permits. Requests for assistance will be dealt with as best as possible, but patrons must respect that the Library staff has other duties.
- Information downloaded from the Internet must be copied DIRECTLY onto a USB flash drive. *Nothing may be stored on the computer hard drive.*
- Failure to comply with posted computer use rules will result in loss of computer privileges.



## CONDITIONS OF WIRELESS INTERNET USE

The Tully Free Library offers free wireless service to patrons both inside the library and in the Padgett Family Community Room. Individuals bringing in their own computing devices must agree to abide by the Tully Free Library's Internet Use Policy.

- The Library assumes no responsibility for the safety of personal computing devices while using the wireless network. **For the safety of others, computer power cords are not permitted in aisles and walkways.**
- The Library's wireless network is not secure. Information sent to and from personal computing devices can be accessed by others with the appropriate wireless devices and software. It is recommended that the wireless service not be utilized to transmit sensitive information. Tully Free Library assumes no responsibility resulting from any unauthorized access by third parties.
- It is recommended that personal computing devices be equipped with virus-protection software. The Tully Free Library assumes no responsibility for any virus that may be received while using the wireless internet connection on the premises.
- Library staff can provide general information regarding connections to the wireless service. They are not experts and cannot troubleshoot problems.
- Printers are not available to wireless users. In order to print, save the information to a USB flash drive or email it to yourself and use a public-access computer.

*WARNING: Files downloaded from the Internet may contain a virus. The Tully Free Library is not responsible for any loss of data, damage, or liability that may occur from use of the library's computers or its connection to the Internet.*

In preparation of this document, The Tully Free Library utilized information available at the American Library Association (ALA) website:

- Library Bill of Rights
- The Freedom to Read Statement
- Free Access to Libraries for Minors

Approved by the Tully Free Library Board of Trustees 13-Jun-1998  
Revised and Approved by the Tully Free Library Board of Trustees 15-Nov-2003  
Revised and Approved by the Tully Free Library Board of Trustees 21-Nov-2009

The Tully Free Library Board of Trustees reserves the right to amend this policy with no prior notice.



## **Tully Free Library Internet Parental Notification Form**

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(PLEASE PRINT)

\_\_\_\_\_  
Name of person aged 12-16 years

\_\_\_\_\_  
Date of birth

I, \_\_\_\_\_, the parent/guardian of the child named above, hereby grant permission to my child to access the Internet at Tully Free Library. I have read the Tully Free Library's Policy on Use of Public Computers and the Internet and understand that Tully Free Library does not monitor, and has no control over, the information accessed through the Internet, and cannot be held responsible for its content. I recognize that Tully Free Library is not responsible for enforcing any restrictions that a parent or guardian may place on a minor's use of this resource.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date