



Dobbs Ferry Public Library

55 Main Street, Dobbs Ferry, NY 10522

(914) 693-6614

www.dobbsferrylibrary.org

DOBBS FERRY PUBLIC LIBRARY COMPUTER AND INTERNET POLICY

The Dobbs Ferry Public Library is committed to providing access to informational, educational, recreational and cultural resources for all library users. The Library provides patrons with access to Library computers and the Internet through building-wide wireless Internet access. Patrons' access to the Library's computers and Internet is a privilege, not a right. All Library users are expected to use these resources in a responsible and courteous manner, consistent with the Library's mission and the following Rules of Conduct. The Library reserves the right to terminate a computer or internet session at any time due to a patron's failure to follow the following Rules of Conduct. Violations may result in the permanent loss of computer and internet use and/or library privileges. Illegal activities will be subject to prosecution by the appropriate law enforcement authorities.

RULES OF CONDUCT

- The Library's Computer and Internet Policy and Rules of Conduct must be followed by all patrons who use the Library's computers or the wireless internet.
- The Library endorses the Library Bill of Rights, the Freedom to Read Statement of the American Library Association (ALA), and ALA's "Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights", consistent with all applicable federal, state, or local laws. Accordingly, the Library does not regulate patrons' access to websites
 - Patrons should refrain from accessing websites, games, images, and sounds which are disturbing to others. This includes but is not limited to content of a sexual or violent nature.
 - If Library staff determines that a patron's computer and/or internet usage is disruptive to Library patrons or staff, Library staff will tell a patron to refrain from accessing that content. If Library staff determines that a patron's computer and/or internet usage continues to be disruptive, Library staff will terminate the patron's computer session.
 - Patrons shall not access any illegal content or child pornography, harass, bully, hack, or threaten others. Illegal content and unlawful behavior will be reported to the appropriate law enforcement authorities and will result in the loss of computer and internet privileges.
- The Library is not responsible for any information found on the Internet other than the information located on the Library's website. The Library is also not

responsible for the security of any website and users are encouraged to take caution when transmitting vulnerable information.

- The Library staff is not responsible for supervising children utilizing the Library's computers or accessing the Library's internet. Parents, guardians, and caretakers are responsible for supervising and approving the content children access on the internet.
- Computers are available for patron use during regular library hours on a first-come first-served basis.
 - Computer use is limited to a maximum of 1 hour per day. Sessions may be extended at the discretion of the Library staff.
 - Patrons can create an account on LibKi with the librarian at the reference desk. Once an account is created, they can log onto any available computer. If all computers are in use, patrons can ask to make a reservation. Patrons who do not want to create an account can ask the librarian at the reference desk to be logged in as a guest.
 - Computers will be shut down 10 minutes before Library closing time.
 - Computers located in the Children's Room are available for use only by children in grades 6 and younger.
- Due to space limitations, no more than two patrons may use a single Library computer at the same time. Patrons' behavior and conversations shall not disturb others and shall not physically impede access within the Library.
- Patrons shall not modify, damage, or destroy computer equipment, or download and save any files to Library computers. Patrons shall not upload any files from Library computers.
 - All files must be saved using USB flash drives.
- The Library is not responsible for any damage or loss of data due to Library equipment or internet.
- U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. The Library expressly disclaims any liability or responsibility resulting from copyright infringement or any violation of local, state or federal laws in the use of terminals.
- Patrons shall not eat or drink at computer terminals.
- Patrons shall use headphones while using computer audio.
- Printing is available for patrons at the cost posted. . Patrons are limited to printing 100 pages per day.
 - Users must pay for the printing at the reference desk
 - Patrons are not allowed to bring their own paper, labels or envelopes for use in the laser printers.
- The staff of the Dobbs Ferry Public Library will attempt to answer basic questions or help patrons locate resources on the Internet, but they cannot provide in-depth computer training. Library staff may also assist patrons with questions about accessing wi-fi, Library apps, and other resources on patrons' personal devices, like cell phones, laptops, and tablets, but are not responsible for any damage, loss, alteration, or corruption of any hardware, software, data, or files.

Approved by the Dobbs Ferry Library Board of Trustees on December 11, 2024