

TECHNOLOGY & INTERNET – PUBLIC USE

POLICY STATEMENT

As part of its mission to provide “free and open access to recorded knowledge,” the White Plains Public Library provides computers equipped with software applications, database access and Internet access.

In providing such access, the Library abides by State law guaranteeing confidentiality of Library records. The Library is responsible for information provided on its web pages but not on sites accessed from its homepage. The Library does not monitor or control information accessed via the Internet or guarantee the accuracy of that information. The Library filters the Internet in the Trove in compliance with the Children’s Internet Protection Act.

The Library cannot guarantee privacy for individuals using its computers or wireless network and is not responsible for time or data lost due to hardware or software problems. And, while the Library makes every effort to ensure safe browsing of the Internet through the use of anti-virus and anti-spyware software, patrons are ultimately responsible for maintaining the security and privacy of their files and information.

By using a public computer workstation at the White Plains Public Library, patrons agree to:

- Engage in responsible use of the Library’s equipment and electronic resources.
- Abide by all applicable federal, state and local laws and be subject to Legal Guidelines (below).
- Abide by all use regulations and the Library’s Code of Conduct policy.
- Use only the library card issued to them to access computers, not misrepresent themselves to other online users, engage in behavior that may jeopardize a source’s or network files, or seek unauthorized access to any computer system.
- Comply immediately and courteously with direction by Library staff to abide by Library policies and procedures.

Information, text or other data, either created by the patron or downloaded from the Internet, may be printed or saved to a patron’s removable storage device, not to Library computers, except temporarily during the duration of a computer use session. Patrons may bring in their own storage media, or they may purchase flash drives at the Information Desk. Patrons who download or save files to their own media are responsible for verifying that these files are free of computer viruses to protect their own and Library computers.

Legal Guidelines

Patron actions that violate federal, state or local laws will be referred to the appropriate law enforcement agencies. U.S Copyright law governs unauthorized use and distribution of copyrighted materials. Users may not copy or distribute electronic materials or software, except as permitted by the Fair Use regulation or other applicable legislation, without permission of the copyright holder. Patrons using the Internet may not display text or graphics defined in federal, state or local law as pornography or obscenity. Failure to abide by Library policies and procedures, including repeated actions that harass others or create a disturbance, may result in revocation of Library privileges, and/or criminal

prosecution.

General Technology Use Guidelines

There is no charge to use Library computers. A per-page fee is charged for printing.

Users may reserve a computer up to seven days in advance. All computer session reservations are for 120 minutes, Monday-Saturday; 60 minutes on Sunday. To make a reservation, an individual must use his/her own valid White Plains Public Library or Westchester Library System card.

Computers not reserved are available on a first-come, first-served basis during the Library's regular hours until 10 minutes before the Library closes.

Computer Guest Passes are available for persons who reside outside of Westchester County or patrons who may be eligible but who have not yet registered for a Library Card. Guests may get a 1-hour computer pass by presenting an id. The pass is good only for the day it is issued

No more than two persons may use a computer at the same time.

Users may not turn off, reset or reboot computers, nor otherwise attempt to circumvent any security features that are installed on the Library computers.

Classes and workshops scheduled with prior notice by the Library may result in the temporary closing of the CyberSpot and the CyberPool.

Email is permitted on all workstations (with the exception of SMTP outbound email as noted below).

Certain forms of data transfer protocols such as Telnet, BitTorrent and outbound email via SMTP are prohibited on all Library computers.

Library staff reserve the right to end any session for cause at any time.

Users must leave the computer workstation promptly when a session ends or when required by staff.

Additional Use Regulations

CyberSpot (Main Floor):

CyberSpot users must be in 7th grade or older. Children under 7th grade may use CyberSpot computers when working with a parent or caregiver.

Library staff provide basic guidance in the use of hardware and software, offer expert assistance with informational needs and give regularly scheduled instructional sessions.

CyberPool (The Trove Children's Library):

The CyberPool is reserved for children through grade 6. Parents and caregivers may use CyberPool computers when working with their child. An adult must accompany children under the age of eight.

The Library provides Internet workstations with limited, age-appropriate access in the CyberPool. Parents or guardians are responsible for use of all Library resources, including the Internet, by their children.

Library staff is available to provide limited assistance and to help identify useful sites for children exploring the Internet. Parents, caretakers or guardians are encouraged to assist their children.