

## COMPUTERS

### PUBLIC USE COMPUTERS

The Library provides computer workstations, and wireless access for use by the public. Longwood Public Library cardholders in good standing may be given priority. Non residents must present a valid library card, or driver's license and obtain a guest pass. In the Adult Department, patrons may log on to any open computer with their valid library card barcode. If no computers are available, patrons can make a reservation at the print release station or at the Reference Desk. A young adult may use the computers in the Adult Department with a Young Adult card with Internet privileges. In the Children's Area, children must be accompanied by an adult cardholder. The adult's library barcode will be used to sign on to a computer.

Once assigned to a terminal, patrons must read and agree to the "Workstation Use Statement" (see below - policy 180a) which is displayed upon logging on and before proceeding with their use.

Users will initially be given 1 hour. The system will then prompt them for additional time in half hour increments (maximum 3 hours per day) as long as there are no reservations in the queue. Additional time may be allotted at the discretion of the librarian.

The library provides Internet access via the Bascom filter. A blocked site may be temporarily unblocked at the discretion of the librarian.

Users will refrain from displaying obscene materials. Patrons deemed in violation of this policy may be asked to leave the library and/or have library privileges suspended or revoked. Obscene materials are considered anything that may be offensive to the community as determined by the library staff.

Computers may not be used for commercial purposes.

Library software only may be used in computers.

Printing from the Internet access computers will be networked to a print release station. The library will provide the first 10 black and white pages (or 2 color pages) printed free of charge. Additional pages will cost 5 cents per page; 25 cents per page for color.

The library will not be responsible for patron's data disks or lost data.

Computers will be shut down 15 minutes before closing.

Laptops may not be connected to library computers.

Abuse of library computer equipment will result in loss of privileges.

Violations of any policy contained herein may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

Policy 600-180

Adopted 11/89

Revised 11/91, 7/92, 5/94, 12/96, 8/98, 7/01, 9/02, 2/05, 1/10, 4/12

## WORKSTATION USE STATEMENT

I agree to use this  
Workstation  
at  
Longwood Public Library

with the understanding that I am responsible for appropriate use of the Internet and the computer itself. The primary use of the Internet in this library is educational. The librarian is authorized to instruct users to leave sites deemed inappropriate. I realize that I am responsible for any damage that may occur while I am using the equipment specified for Internet use. I, hereby, hold harmless this Public Library (including the Library Board of Trustees, employees, agents, or subcontractors) for the content of material that is retrieved through the Internet, or for any actions that may occur as a result of such actions.

Policy 600-180a  
Adopted 2/05  
Revised 1/10

## Internet Safety Policy

The Longwood Public Library, the Public Libraries in Suffolk County, and the Suffolk Cooperative Library System exercise no control over the content of the information passing through the Internet or any responsibility for the content, accuracy, or quality of information obtained. Use of any information obtained is at your own risk. The Library will not be responsible for any damage you suffer, including loss of data resulting from delays, nondeliveries, misdeliveries or service interruptions.

The patron understands the wireless Internet connection is unsecured and open to every one. The library is not responsible for any financial loss that may occur while using the wireless Internet. This includes, but is not limited to, loss due to improper use of online financial tools, personal information intercepted while being transmitted and identity theft.

Please be aware that with access to computers from all over the world also comes the availability of material that may be considered inappropriate for some users. Parents who are concerned about their children's use of electronic resources should provide guidance to their own children. We firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure information that is not consistent with the educational and research goals of this project.

Parents who allow their children to access the Internet should be aware that the Longwood Public Library assumes no responsibility for its content, quality, accuracy, or currency. In order to best represent community standards, the Library Board has adopted a policy to filter some categories of Internet websites. The library provides both wired and wireless access on library premises with commercial filtering software. This mechanism prevents access to certain categories of websites including but not limited to chat, hate speech, and/or sexually explicit material. The Board of Trustees reserves the right to choose and limit the Categories of websites to be filtered. If a selected website is blocked by the filter, a patron may request that the site be temporarily unblocked for a given amount of time. In addition, library patrons may request that a blocked site be reconsidered by library administrators. A list of the categories which are currently blocked is available on request at the Reference Desks. Despite this safeguard, the Internet may contain materials of a controversial nature. It is the responsibility of parents to monitor their children's selections.

Policy 600-180b  
Adopted 12/02  
Revised 4/12