GREENWOOD LAKE PUBLIC LIBRARY POLICIES

SECTION II
COMPUTER POLICY

Public Access Computers

The Greenwood Lake Public Library offers computer access as part of its mission to enhance existing library services and materials, provide technological advancement, educational tutoring, information and research tools to the community. Our computers give our patrons access to computer software programs and the Internet. With the addition of this technological tool, the Greenwood Lake Public Library's Board of Trustees has adopted and implemented the following policies/disclaimers:

1. In providing Internet access, the Greenwood Lake Public Library adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights formulated by the American Library Association and our United States Constitution's First Amendment rights, both of which are posted on the bulletin board in the front of the library and on our website in the policies section.

2. The Greenwood Lake Public Library does not monitor information on the Internet and cannot be held responsible for its content. Patrons are advised to exercise judgment and discrimination when accessing material on the Internet and are responsible for the choice of sites that they visit. Restriction of access is the responsibility of the patron or the patron's parent or legal guardian. Due to the close proximity of computer terminals to each other, the Greenwood Lake Public Library reserves the right to require patrons to exit a site that may be deemed offensive or obscene to others.

3. Users must adhere to all copyright laws and licensing agreements of resources obtained via the computer.

4. Interference or disruption of network users and services, or purposeful alteration or destruction of equipment (including transmission of threatening, obscene or harassing materials, spamming, and propagation of worms or viruses), unauthorized entry to other computers, information, or communication devices or sources, is strictly prohibited and appropriate action will be taken. Patrons are not to change anything on the computer desktop or any of the computer's settings/configurations. If any such change is necessary for a patron to do their work the patron should advise a staff member. Violations may result in revocation of computer privileges and/or prosecution.

5. The library staff reserves the right to suspend and/or revoke an individual's computer privileges, should any staff member discover that individual using the public access computers for purposes other than outlined herein.

6. When using the computers, printers, copiers and fax machine, any patron who deliberately or inadvertently:

   a. saves documents, pictures and/or downloads to any hard drive
   b. leaves print outs in an area where they may be picked up
   c. requests the assistance of library personnel in retrieving, downloading and/or editing information and/or documents has, in fact, voluntarily relinquished their right to privacy. Should any of the above materials be considered inappropriate or threatening by library personnel and/or patrons, the library will take the appropriate action. This action will include, but not be limited to suspension or revocation of privileges and/or contact with the proper authorities.

7. Incident reports will be kept on file for users who exhibit inappropriate behavior.

8. For any type of computer usage, all patrons under the age of eighteen (18) must have a permission slip (provided by the library) on file at the library. A parent or legal guardian must sign this permission slip at the library in the presence of a supervisor. The library reserves the right to require proof of age.

9. Children ten (10) years of age or younger must always be accompanied and monitored by a parent or legal guardian.

10. Adults only can supervise children (an adult is considered to be 18 years or older). If a parent or legal guardian wants to allow a baby-sitter or other person to supervise their child on the Internet, they must indicate that person's name on their child's permission slip.

11. Access is available on a reservation or first-come (based on availability) schedule of 60-minute increments. This time restriction may be waived for special circumstances (e.g. a school report, special project, etc.). Reserved computers will not be held beyond 15 minutes of the reservation time.

12. The Greenwood Lake Public Library reserves the right to limit open computer access in order to provide classes for patrons, input software programs, or for general computer maintenance/problems.

13. The library also reserves the right to limit the amount of sessions in a day for which a patron can register.

14. Patrons may be required to show their library card and all users must sign the computer logbook. By doing so, patrons are acknowledging that they agree to follow this Computer Policy statement. The Computer Policy statement is by the computer sign-in for patron's perusal, and is posted on our web site.

15. The computer session is free, but printing costs ten cents per page for black and white and fifty cents per page for color. The first $3.50 in printing charges are free for students printing school related materials and local civic/volunteer based non-profit organizations. Printers are located behind the Circulation desk and the Computer Services desk. Patrons are not permitted to retrieve printed work; a staff member will do this.

16. Additionally, we require that the following rules be adhered to:

    a. Do not attempt to use the computer if you have no knowledge of how to use it without first advising a staff member so that appropriate general instructions in the use of the computers can be given.
    b. Patrons are advised to return the computer to the desktop at the end of their sessions.
    c. Do not turn the computers on or off. If this is required, please ask a staff member to help you.
    d. Report any equipment or software problems immediately to a staff member.
    e. Do not save anything to the computer's hard drive. Any materials you wish to save must be saved on a flash drive. You may bring one from home or purchase one from the library at current market price.
    f. Do not bring in any software programs from home and attempt to run or install them.

Internet Safety Policy

Introduction

It is the policy of The Greenwood Lake Public library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communication; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communication, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, child pornography, or any material deemed harmful to minors.

Subject to the Executive Director's authorization, technology protection measures may be disabled for employees or minimized only for bona fide research or other lawful purposes in the case of minors.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of RCLS online computer network users when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Wireless Access

The Greenwood Lake Public Library provides wireless access to the Internet. Patrons wishing to access our wireless services may do so from their own laptop by obtaining the site code from a staff member.

1. Children and young adults who bring a personal communication device from home will not be required to have a permission slip on file with the library; possession of said device will be deemed "parental permission". As such, the Greenwood Lake Public Library will not monitor information accessed on the Internet and cannot be held responsible for its content.

2. Patrons are advised to exercise judgment and discrimination when accessing material on the Internet and are responsible for the choice of sites that they visit. Restriction of access is the responsibility of the patron or the patron's parent or legal guardian. Due to the close proximity of other patrons, the Greenwood Lake Public Library reserves the right to require patrons to exit a site that may be deemed offensive or obscene to others.

3. Interference or disruption of network users and services, or purposeful alteration or destruction of equipment (including transmission of threatening, obscene or harassing materials, spamming, and propagation of worms or viruses), unauthorized entry to other computers, information, or communication devices or sources, is strictly prohibited and appropriate action will be taken.

4. Incident reports will be kept on file for users who exhibit inappropriate behavior.

Library-Owned Laptop Use

1. Adult Laptops:
   In an effort to help insure that adults (an adult is considered to be 18 years or older) have adequate access to computers, the Greenwood Lake Public Library has laptops available for use in the library.

   a) Adult laptops cannot be borrowed for use outside of the library; the laptops are restricted to in-library usage.
   b) Adult laptops can be used for a period of 2 hours.
   c) Adult laptops must be checked out against the patron's library card; their library card must be in good standing (fines cannot be $10.00 or more and they cannot have three (3) or more Claims Returned Items on their record).
   d) Adult laptops must be used in the area designated by the library staff.
   e) A staff member will open the laptop, sign in and prepare the laptop for use.
   f) Borrowers are responsible for the care and condition of the laptops while in their possession.
   g) Only the person to whom it was checked out may use the laptop.
   h) The patron should return the laptop directly to the supervisor when finished with their work, at which time, the supervisor will check the condition of the laptop (to ensure that no programs have been installed or information has been saved).

2. Youth Study Center Laptops:
   The Youth Study Center has laptops available for use by children in grades 5-12.

   a. The laptops are subject to the same rules outlined in our Computer Policies/Laptops; however, they may be limited to ½ hour at a time.

Web Services Legal Notice

Security
The Greenwood Lake Public Library web site is intended to provide information to staff and directors of member libraries, library trustees, RCLS staff, the general public, and other interested parties. Information about member libraries should be confirmed with each library. Useful links to the Internet are provided as a public service to meet the informational, recreational and educational needs of the site's users.

Privacy
The Greenwood Lake Public Library may count the number of viewers of different web pages within the sites it hosts, using standard web server log files. This information is collected in order to improve the content offered on those sites and may be used to compile statistical reports. These logs do not include names, phone numbers, addresses, email addresses, or other identifying personal information.

The Greenwood Lake Public Library adheres to the New York State Laws on Library Records (civil Practice Laws and Rules, Section 4509), which states that library records shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Copyright

All library related information on the Greenwood Lake Public Library web site is the property of the Greenwood Lake Public Library. The Greenwood Lake Public Library retains the rights to all information on the Greenwood Lake Public Library web site. The library related information on the Greenwood Lake Public Library web site may be viewed, copied, or printed for personal use provided that it is used for non-commercial purposes. Use of library related information on the web site for any other purpose, without the written permission of the Greenwood Lake Public Library, is strictly prohibited. To request permission or to use library related information from this web site, please contact the Library Director. When using library related information from the Greenwood Lake Public Library web site, a copyright notice must be included and proper credit to the Greenwood Lake Public Library must appear in close proximity of the material used.

Information made available through the Greenwood Lake Public Library web site may be subject to copyright or trademark restrictions. Users are responsible for determining intellectual property rights, obtaining permission, and paying fees associated with using material. Reproduction and distribution of copyrighted material accessed through the Greenwood Lake Public Library web site are governed by Title 17 of the U.S. Code.

Disclaimers

The information on the Greenwood Lake Public Library web site is provided "as is". The Greenwood Lake Public Library makes no warranty, expressed or implied, including the warranty of merchantability and fitness for a particular purpose. The Greenwood Lake Public Library does not assume any liability or responsibility for the accuracy, completeness, timeliness, or usefulness of any information of this site.

In addition, the Greenwood Lake Public Library makes no warranty that the web site will be free from interruptions in functionality or availability or from viruses and other harmful computer code. The Greenwood Lake Public Library reserves the right to modify information on this web site at any time. The Greenwood Lake Public Library assumes no liability for damages resulting from the use of this web site.

The Greenwood Lake Public Library web site provides links to other web sites and may be linked to from other web sites. This linking does not constitute an endorsement or recommendation of the content on those web sites. The Greenwood Lake Public Library disclaims any responsibility for the materials contained in any web site linked to by this site or any information made available through its web site.

The Greenwood Lake Public Library is not responsible for the availability or operation of any site linked to by the Greenwood Lake Public Library web site.

Please note that due to the emerging nature of Computer Services, policies are subject to change without notice and at the library's discretion.

Social Media Policy

Purpose of the Library Using Social Media Sites:
The Greenwood Lake Public Library ("Library") may establish social media sites primarily in order to inform Library users about Library programs/events (including those co-sponsored with other organizations), and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs/events and materials. The Library's Social media sites may also be used to notify the general public of Library employment opportunities. The library's social media sites are ***not*** intended to be traditional public forums for the general exchange of ideas and viewpoints, ***but a limited forum for discussing library programs, events and materials***. Courts have recognized that Libraries are limited purpose public forums, and as such, are only obligated to permit the public to exercise rights that are consistent with the nature of the library and consistent with the government's intent in designating the library as a traditional public forum. All comments related to this mission statement (as so determined by the library in its sole discretion) are permitted except as otherwise stated in this policy.

Agreement:
By joining, utilizing and/or posting on the library's social media sites, you agree to comply with this Policy, and the Greenwood Lake Public Library's Policy on Internet and Computer Use, as applicable.

Definitions:
1. "Library" shall mean the Greenwood Lake Public Library
2. "Posting" shall mean any writing, image, video, download, audio file, and hyperlinks to other websites, or media which is downloaded, referenced, inserted, or placed upon any Library social media site
3. "Social media site" shall include any online forum/site, web application or account created and/or maintained by the library or its agents, which permits users to communicate with other users through postings, including without limitation, Facebook, Twitter, blogs, chat rooms, wiki, YouTube, Flickr, and LinkedIn.

Disclaimer:
The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and such postings do not reflect the opinions or positions of the Greenwood Lake Public Library, its employees, or its Board of Trustees.

No Privacy:
You should have no expectation of privacy in postings on Library sponsored social media sites, and by utilizing these sites, you consent to the library's right to access, monitor and read any postings on the sites. The library's social media sites may be considered public records under Public Records laws. If requested, the library must disclose public records to third party requestors unless certain exemptions apply. The library in its sole discretion shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.

Ownership:
By posting on the library's social media sites, you give the library permission to use your name, profile picture, and the content of any posting you make without compensation to you or liability on the part of the library. This permission ends when you delete your posting.

Postings:
Any postings inconsistent with the library's aforementioned stated purpose, as determined by the library in its sole discretion, may be removed in accordance with the process set forth in this policy. Examples of postings ***not*** permitted include, but are not limited to:

1. Advertisements
2. Spam
3. Postings which contain obscene matter
4. Disparaging, harassing, abusive, profane or offensive postings
5. Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence
6. Potentially libelous or defamatory postings
7. Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the Library, Library employees or Library partners
8. Postings which violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property and copyright laws
9. Posting which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry
10. Postings which are sexually harassing, including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions or jokes.
11. Postings which:
    a. Promote alcoholic beverages, cigarettes or other tobacco products, or any illegal product, service or activity
    b. Support or opposes any labor organization or any action by, on behalf of, or against any labor organization
    c. Support or opposes the nomination or election of a candidate for public office, the investigation, prosecution, or recall of a public official, or the passage of a levy or bond issue

Violations of This Policy:
Postings which the library, in its sole discretion, deems unpermitted under this policy, may be removed in whole or in part by the library or its agents immediately upon discovery by the library (or its agent) without prior notice. The library reserves the right to terminate accounts and ban or block users who have posted in violation of this policy on more than one occasion.

Reporting Violations:
Users may report violations of the library's social media site's policies to the library by contacting the Library Director by phone at 845-477-8377 Ext. 103 or by email at jcronin@rcls.org.

Records Retention:
Social networking records are defined as "Transitory Material" (of limited reference value, including general postings and comments, general correspondence, walls, feedback and related records); or as "non-historic" and/or "duplicate" (including press releases, photographs, public service announcements, notices of upcoming events and other related records). Thus, such records are not required to be retained after administrative and/or reference value has been served.

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revised 1/21/99, 2/1/00; 4/24/01; 2/26/02; 2/25/03; 11/3/03; 12/06/04; 9/28/06; 4/17/08; 11/16/09; 5/19/11; 1/26/12; 2/28/13; 10/26/17; 1/23/20; 10/28/21; 4/21/22; 5/16/24; 5/15/25