



## RICHMOND MEMORIAL LIBRARY

*“Your Community Connection”*

---

19 Ross Street, Batavia, NY 14020  
585-343-9550 585-344-4651 (fax)

### COMPUTER AND INTERNET USE POLICY

Richmond Memorial Library provides public access to information of all types in a wide range of formats to meet its mission **which. “. . . continually provides access to physical and virtual resources and services that meet the educational, informational and recreational needs of its diverse community in a safe and comfortable environment.”** Electronic resources, including the Internet, are available to supplement and complement the collections.

The Internet is a fundamental resource for a wide range of information which expands the scope of resources available to users. It is an unregulated medium that changes rapidly and unpredictably. Richmond Memorial Library cannot be held responsible for the content of sites on the Internet. Users are hereby notified they are responsible for the choice of sites they visit.

Since not all sites on the Internet are accurate, current or complete, users must exercise critical judgment in evaluating the validity and appropriateness of the information found. Users access the Internet at their own discretion and are responsible for following guidelines of all networks traversed.

In providing access to electronic resources, Richmond Memorial Library is guided by its mission statement and the following American Library Association statements on access to information:

- ◆ Library Bill of Rights
- ◆ Freedom to Read Statement
- ◆ Freedom to View Statement

Interpretations of the Library Bill of Rights:

- ◆ Free Access to Libraries for Minors
- ◆ Access to Electronic Information, Services and Networks

#### **RIGHTS OF USERS**

Richmond Memorial Library respects a patron’s right to both confidentiality and privacy. Patrons are cautioned the Internet is not a secure medium and all transactions, files, and communications may be subject to unauthorized access by third parties. The Library, however, will not release information on the use of electronic resources by member of the public, except as required by law.

The Library seeks to provide an atmosphere conducive to the best use of its resources. To this end, it strives to balance the rights of users to access all types of information resources with **the rights of users and staff to work in a public setting free from disruptive sounds and visuals.** Patrons are reminded the **Library’s computer terminals are located in public areas which are shared with library users and staff of all**

ages, backgrounds and sensibilities. Individuals are expected to consider this diversity and respect the sensibilities of others accessing potentially offensive information or images.

## **CHILDREN**

Internet resources accessible through the Library are provided equally to all users. Parents or legal guardians, **not** the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents or legal guardians -- and only parents or legal guardians -- may restrict their children -- and only their children -- from access to Internet resources through the Library. Parents/guardians are advised to supervise their children's Internet session. While the Library will make every effort to ensure the use of the Internet is consistent with its mission statement, parents/guardians are encouraged to work closely with their children in selecting sites consistent with personal and family values and boundaries. The library does have online and printed materials about the Internet.

Richmond Memorial Library assumes no responsibility for the use of the Internet by children. It is not possible for library staff to control specific information children and young adults may locate on the Internet. It is the responsibility of the user (in the case of children, the parent or legal guardian) to determine what is appropriate.

Computers in the Children's Room will be distinguished and equipped with a blocking software application that will limit exposure to websites known to contain information considered "harmful to minors". By request of a parent or legal guardian, a child's library card's ability to access computers will be restricted to those in the Children's Room, or to none at all. However, filtering software does not always block all objectionable sites.

## **RULES AND LIMITS**

Use of the Internet for activities that violate local, state or federal laws is prohibited. This includes activities such as viewing child pornography, committing fraud, hacking or spreading libel or slander.

It is the responsibility of all users of electronic resources at Richmond Memorial Library to respect intellectual property rights. Copyright restrictions may exist for individual electronic resources. Patrons may only make copies allowable by copyright laws or licensed software agreements.

Users of the Library's computers and related peripheral equipment are expected to abide by the rules of the Library, including its *Rules of Conduct*. Copies of these rules are available upon request at the circulation and reference desks. Furthermore, users are expected to be aware of and abide by these rules in using the Library. In accordance with the authority of the Board of Trustees of Richmond Memorial Library, persons who do not abide by these rules may be barred from the Library, prohibited from using computers or other library equipment, and/or prosecuted for illegal activities.

Richmond Memorial Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic resources or any consequences thereof. Use of the Library's Internet connection is intended for private, noncommercial activities. Unauthorized sales and marketing of goods and services is not allowed.

Richmond Memorial Library staff cannot provide in-depth computer training but will answer questions and help users locate and use resources on the Internet or on other electronic tools in the Library.

## **RULES FOR ACCESSING COMPUTER TERMINALS**

All users must use their own valid Richmond Memorial Library card; card from another Nioga System library; or Guest Pass, if they qualify for one under the terms of the Internet Use Policy for Visitors.

Use of Internet workstations is limited to 60 minutes per session, including downloading and printing time. Computers are checked out by the patron with his/her valid library card, just as books and other library materials are checked out. Users must have their own library card. If a patron forgets his/her card, he/she will not be able to use the computer.

Users need to be aware of time for their Internet checkout sessions. If no one is waiting or has a hold on a computer, users may renew the computer for **two** additional 60-minute sessions. **Any additional request for Internet usage is at the discretion of the library director or reference librarian on duty.**

Pairs or small groups of people sharing a computer must do so without disturbing or crowding others.

Cost of printing is 20 cents per page for black and white prints, and 50 cents per page for color prints and must be paid at the vending machine connected to the Library's copier/printer.

Patrons wishing to download information may **do so using their own compatible storage device.** Patrons agree to print or download in accordance with local, state or federal laws.

## **RULES FOR USING COMPUTER TERMINALS**

Users of electronic information resources, including the Internet, are expected to use these resources in a responsible manner consistent with the educational and informational purposes for which they are provided.

Users may not:

- install, delete, or modify library hardware
- move or change the arrangement of library computers and attached equipment
- use the network to make unauthorized entry into other computational, informational or communication services or resources
- make any attempt to damage computer equipment or software
- make any attempt to cause degradation of system performance
- misuse library computers or other equipment and resources

## **LOSS OF PRIVILEGES**

Failure to abide by these rules may result in the loss of computer privileges for up to one year's time.

### **Adopted by:**

Richmond Memorial Library Board of Trustees  
February 12, 1998

Revised: June 11, 2001, June 13, 2005, December 8, 2008, December 10, 2012, and March 13, 2017