

## AMENIA FREE LIBRARY

3309 RT 343, P.O. Box 27

Amenia, NY 12501

845-373-8273

[www.amenialibrary.org](http://www.amenialibrary.org)



### Patron Technology Policy

The Amenia Free Library provides services of the following: the use of public computers with Internet access, access to a printer with color capabilities, copier, and fax service, which provide the public access to information in various formats. Internet access must be used in a responsible and ethical manner. Therefore, the Library reserves the right to limit public computer sessions and create procedures for the fair use of Library computers, Internet and Wi-Fi access.

To use a Library computer, a patron/library user must sign in to the Computer Use Binder, which is located at the library's circulation desk. Each computer user must provide the following: date of usage, their first and last name, the time of logging into a public computer and provide the time that they are logging out of utilizing a public computer.

- Users are not permitted to alter computer hardware or software in any way. Likewise, users may not alter or disrupt access to the Internet or Wi-Fi service.
- The Library is not responsible for damage or loss of personal electronic equipment. It is required that patrons keep their electronic equipment with them at all times.
- The library is not responsible for damage or loss of information while using the library's public computers. It is recommended that patrons save their work on a flash drive or by other means.
- The Library's computer equipment, network, Internet and Wi-Fi access are to be used only for lawful purposes. Users must respect all copyright issues, including but not limited to those regarding software and attributions of authoring.
- Administration of the network and computer procedures may require the Library staff to review on-line activities, even while in progress; communications and documents on the Library equipment will not be considered private. The display of obscene or inappropriate materials or images, including any attempt to print those materials on Library printers is prohibited. Inappropriate content will be determined by library staff.
- A printer is available for patron use at a cost per printed page established by the Library.
- The Library provides a photocopier for public use on a self-service basis at a fee per page established by the Library. When assisting with the copier, staff will not knowingly violate copyright law. Patrons using the photocopier must adhere to the U.S. Copyright Law when copying materials. For detailed guidelines about the federal copyright law, access the American Library Association fact sheet at: [www.ala.org/advocacy/copyright](http://www.ala.org/advocacy/copyright).
- Parents or legal guardians must assume responsibility when deciding which Library resources are appropriate for their own children, if they are under the age of 18. Staff cannot monitor individual use of computers, including Internet use. All children under the age of 10, must be supervised by a parent or designated adult while using the computers.

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Violations: Serious or repeated violations of this Policy may result in restrictions being placed on a user's privileges, suspension of Library services and/or referral to the appropriate law enforcement official.