

Alexander Findley Community Library
Computer, Internet, and Wireless Network Use Policy

Guidelines

- Adults and students Grade 6 and up (or age 11 and up) may use computers in the main computer lab.
 - Patrons are allowed 3 hours of computer time each day. Extensions may be made based on availability.
- Children in Grade 5 and below (or age 10 and below) may use AWE learning computer in the children's room. Caregivers are permitted to work with children on computers in main computer lab.
 - Children are allowed 30 minutes of computer use each day. Extensions may be made at the discretion of library staff based on availability.
- Patron must have a library card in good standing (fines under \$10) in order to access the computers.
- Guest passes are available from the front desk. Patrons that live in Chautauqua or Cattaraugus County may use a guest pass once and they will need to obtain a library card for future computer use. Patrons from outside Chautauqua or Cattaraugus County may obtain a guest pass by presenting valid identification.
- Parents who wish to use the computer must find care for their young children. Children below age 7 may not be left unattended in the children's room.
- Access to the computers is provided on a first-come, first-served basis.
- One person may use a computer at a time.
- Patrons requesting to take a proctored examination may submit requests to the library director.
- No cell phone calls are permitted in computer areas.
- No food or drink is permitted in the computer area.
- Patrons must use headphones if watching videos, gaming, or listening to music. If patron does not have headphones, they can request to borrow a pair from the library.
- Library staff is not able to perform updates or make changes to patron computers or devices.

Rules Governing Use

- The cost to print is 10¢ per black & white page and 50¢ per color page.
- Patrons are **responsible** for **all** pages printed. Use of the print preview function is recommended.
- Users must respect other users' privacy.
- Patrons may not make any changes to hardware, software, or settings on library computers.
- It is unacceptable to use the library's electronic resources for illegal or criminal use. Users must respect the legal protection provided by copyright and license to programs and data.
- Use of computers to display or disseminate obscene or pornographic material in the Library is prohibited. Accessing this material will result in a loss of library privileges.
- Patrons are asked to turn off library computers when done to delete any private information they may have been working on.

Access by Children

- Parents/legal guardians are responsible for their children's use of computers.
- Children under the age of 7 may not be left unattended (see Child Safety Policy).
- As with all other library materials, parents or legal guardians, not the library staff, are responsible for the Internet information selected and/or accessed by their children.
- Parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their own children. Parents or legal guardians should guide their children in the use of the Internet and inform them about materials they should not use. There may be material on the Internet which parents or legal guardians would consider inappropriate for their children to view.
- The library cannot assume the parent's or legal guardian's responsibility to monitor the child's Internet use to see if it conforms to the parent's standards. Only parents may restrict their children from access to Internet resources available at the Library.
- Parents or legal guardians are advised to supervise their children's computer sessions and to encourage them not to give out personal information, such as names, addresses, and phone numbers.

Wireless Network Use

- Patron will need to bring their own laptop computer or wireless device to the library. Laptop or device will need to have built-in WiFi or patron will need to purchase and install a WiFi network card. The library does not provide wireless cards and does not install them.
- Most WiFi equipment will be compatible with library's WiFi network. The library can make no guarantees that you will be able to connect with the library's network.
- To connect to the wireless network our Wireless access points located in the library communicate with patron's wireless device. Our wireless network is called "LIBRARY." Patron should be able to connect anywhere in the library. When patron's wireless network card senses a signal, a message appears on the screen indicating a wireless network is available. Open the web browser and it will automatically connect to the Internet. When connecting to the Internet patron is agreeing to abide by Our Internet Use Policy.
- Patrons are responsible for setting up their own equipment. If patrons are not familiar with computers or networking, we recommend bringing someone along who can help patron configure their laptop.
- Bring a fully charged battery (or two!); electrical outlets for plugging in laptops are limited.
- Though the network is designed to cover the entire Library, no guarantee is made for signal strength or availability.
- Our Internet Use Policy is still in effect when patron is using the Library's WiFi.
Remember, other patrons can still see your screen
- The Library's Wireless network is not secure. Keep this in mind as you surf the web. Do not send personal information unless you know the recipient is a reputable business that uses encryption on their website. (Most have a little lock showing in the task bar)
- There is no time limit on using the WiFi network; stay connected as long as you like.
- Printing is not available from the wireless network. You can save the information to a disk for printing at home, or send an email to yourself, then sign up for a public computer and print from there. Printing costs are 10 cents a page for black & white or 50 cents for color.

Wireless Network User Agreement

- All relevant library rules, regulations and policies apply, including but not limited to, the AFCL Computer, Internet, and Wireless Use Policy.
- The library does not filter the content of wireless Internet access. The library is not responsible for the content, accuracy or availability of any external sites linked to these pages.
- Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents may wish to supervise their children's Internet sessions or purchase filtering software for their computer.
- All users are expected to use the library's wireless access in a legal and responsible manner consistent with the educational and informational purposes for which it is provided. As stated in the library's acceptable use policy, users may not violate federal, state or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.
- Wireless connections are not secure. Users should not transmit credit card information, passwords or any other sensitive personal or business information over the library's wireless network. Anti-virus and security protection are the responsibility of the patron.
- The library is not responsible for any loss of data, or for theft or damage to personal equipment or software.
- Library staff cannot provide technical assistance on using the library's wireless network.
- There is no guarantee that a wireless connection can be made or maintained.
- The library assumes no responsibility for any alterations or interference with a computing device's configurations, operation, or data files that result from connection to the WiFi network.
- The library reserves the right to terminate a wireless Internet session at any time.

Approved 7/24/23 (reviewed)