

COBURN FREE LIBRARY COMPUTER, COPYING, PRINTING AND INTERNET USE POLICY

POLICY

Use of the Coburn Free Library computers, copy machine and printer is a privilege, not a right. Inappropriate use of library computers, copy machine, and printer will result in the cancellation of this privilege. All users of electronic information resources such as the Internet are expected to use these items responsibly, consistent with the educational and informational purposes for which they are provided, and follow the policies and regulations established by the Library Board which relate to computer, copy machine, printer and internet use.

Internet resources are to be used for educational, informational, and recreational purposes only. Coburn Free Library computers/copy machine/ printer/internet/Wi-Fi are not to be used for illegal, unauthorized, or unethical purposes.

NOTICE

The Coburn Free Library is not responsible for damage to a patron's personal materials or for any loss of data, damage, or liability that may occur from a patron's use of the Library's computers, copy machine, printer or Wi-Fi.

RULES GOVERNING THE USE OF COBURN FREE LIBRARY COMPUTERS, COPY MACHINE, PRINTER AND WI-FI

1. Computers are available on a first come, first served basis. They may not be reserved.
2. Using a computer requires signing in. Signing in to the computer or Wi-Fi means that you agree to comply with the rules of this policy.
3. Computers are available for self-guided usage. We do not always have staff available to train patrons on the use of the computer or internet.
4. Any patron listening to audio programs must use headphones or earbuds. The library does not provide headphones or earbuds.
5. Parents of children under 14 years of age are responsible for their child's use of Coburn Free Library computers/copy machine/printer/Wi-Fi and must actively supervise while their children use our computer/copy machine/printer /Wi-Fi services.
6. Patrons must not violate the integrity of the computer systems in the Library by damaging, tampering with, altering computer hardware or software components, or otherwise harming any components of the physical computer, network, or database.
7. Patrons may not store data on the hard drive of the Library's computers.
8. Patrons may not use Library computers, copy machine, printer or the internet to conduct a for-profit business.
9. Computers/copy machine/printer/Internet/Wi-Fi may not be used to engage in illegal activities or to disturb other patrons. This includes actions that may harass, threaten, or cause distress or inconvenience to any person; including, but not limited to, viewing obscenity (as defined by NYS Penal Law Section 235.00). If asked to refrain, you must comply immediately. Failure to comply may result in the loss of computer/copy machine/printer/internet/Wi-Fi privileges.
10. The Library's computer systems, including our free Wi-Fi, are not private. Users have no expectations of privacy.

11. The library provides a self-service copy machine for patron use. There is a \$.25 charge per page for copies. Users are expected to pay at the front desk immediately after the copying job is complete, failing to pay for copies may result in the loss of copying privileges. Patrons must abide by 1976 Copyright law of the United States (Title 17, U.S. Code) Except as permitted by fair use or other copyright exemptions, Coburn Free Library Internet users may not reproduce, display, or distribute copyrighted materials. Responsibility for any consequences or copyright infringement lies with the user. The library disclaims any responsibility resulting from such use.
12. Printing is available through the public computers. We do not have wireless printing. Printing is \$.15 per page for black and white, \$.25 per page for color. We only take cash. Patrons should pay at the front desk immediately after the print job is completed, failing to pay for printing may result in the loss of printing privileges.

ENFORCEMENT OF RULES

Failure to observe these rules may result in the suspension of computer, copying, or printing privileges and the loss of library privileges if deemed appropriate by the Director. In addition, the user is responsible for any costs, liabilities, or damages caused by their Library Internet access.