Computer and Internet Access Policies & Procedures

1. Patrons are required to sign the Internet Policy and Assignment Schedule each time they use a computer. It is located on a clipboard at the entrance to the computer area. They must read and initial acceptance of the Computer and Internet Policies and note the date and time.

2. Children through third grade must be supervised by a parent or caregiver while using library computers. Parents are encouraged and expected to work with their children in selecting materials within the guidelines found on library computers. The library cannot assume the parent's responsibility to monitor their child.

3. Use of the computers is on a first-come, first-served basis. A time limit of 30 minutes will be assigned if others are waiting for an available computer. Computers will be shut down five minutes prior to the library closing.

4. No more than two people should be at a computer at a time. Noise should be kept to a minimum.

5. Wireless internet access is provided free of charge to patrons while visiting the library during business hours to encourage and support the exploration of the World Wide Web, eBooks, Audio Books, digital magazines and other library offerings. Patrons are encouraged to bring their own laptops, eReaders and other digital devices to explore these services. See section 8 below.

6. Patrons may not install or download software programs onto library computers.

7. Patrons may bring their own USB Thumb Drives if they wish to save files while working on a library computer. Please be sure to read the warning below in section 8.

8. Warning : Although the library has virus checkers on its computers, this will not always protect you from harmful viruses. Public websites, email enclosures and other internet content may include viruses or phishing links for scams. You should always use virus checker software on your personal computers and other electronic devices and closely monitor sites visited for phishing scams, viruses, etc…. The Pine Plains Free Library is not responsible for damage done a Patron's computer or electronic device, or any loss of data, or liability that may occur from the patron's use of library computers or wireless internet access. Access to the library computers does not assure confidentiality or security due to the vulnerability of the internet and public access to the computers and network.

9. The library staff are available to assist patrons with computers and internet access as time permits.

10. Staff reserves the right to monitor the computers to ensure compliance with these policies and procedures. Misuse of computer or internet access will result in loss of computer and internet privileges.

11. The Library Director will submit to the Library Board a list of technology needs and associated costs based on an assessment of existing technology equipment age, condition and performance. This should include the costs of required maintenance and supplies to support the requested equipment. This should be completed during budget planning for the fiscal year or as needed if issues with equipment arise.

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