Computer, Internet and Wireless Use Policy

Maxwell Memorial Library provides our patrons free use of computers, free access to the Internet, and free wireless access in accordance with the Library's mission to provide resources for educational, informational, cultural, or recreational purposes. By using a public computer at Maxwell Memorial Library the patron agrees to abide by the following rules and terms, as well as the Library's Patron Code of Conduct. Violation of these rules may result in the loss of computer access, library privileges or expulsion from the library. Library staff has full authority to enforce these policies, as well as policies related to general behavior in the library.

Computer Use
Public-access computers are located in the main area of the library. They are available for use by adults 18 years and older. Computers in the children's area of the library are for children and teen use only. No adults may use these computers unless they are a parent/guardian/caregiver accompanying a child.

The public computers are available on a first-come, first-served basis, and reservations are not accepted.

An Onondaga County Public Library card is required for patrons to use library computers. Guest passes are available for limited access to out-of-county visitors.

Sign in at the front desk. You will be assigned a computer to use. Do not move to another computer in the middle of your session without asking staff first.

Sessions are for up to one hour per day/per user on the Library's computers. As needs arise, additional time may be permitted by the library staff.

Computer time concludes 15 minutes before library closing.

Headphones are required for utilizing any content with sound on any computer in the Library, as well as any personal devices in a public area.

Although the Library employs antivirus software, files on public computers or downloaded from the Internet may contain viruses. The Library is not responsible for any damage done to computer users' disks or hardware, or for any loss of data, damage or liability that may occur from any use of the Library's equipment.

The library staff reserves the right to close any Internet session at their discretion.

Printing
Printing is available from the Adult computers for a fee. Black and white printing costs 25 cents per page and color printing costs 50 cents per page. Since some applications will remember the last user's choice between black and white or color, you should check the dialog box that comes up when you choose "PRINT" to make sure that its setting matches your own choice. Coins and bills are accepted in the vending machine next to the public printer/copier/scanner. Printing instructions are located by the public printer and at each computer station, and you may ask available staff for help.

Wireless Use
Free wireless access is available for people bringing their laptop computers and mobile devices to the library. No library card is needed. Ask at the front desk for the current Wi-Fi password. Wireless users agree to the Library's policies for Internet use.

Library users who bring their own devices may connect to the wireless network and plug in their devices to designated outlets. However, they may not use outlets designated for library equipment or in staff-only areas, and they must make sure cords and other peripherals are not in walkways. Personal electronic equipment should be silenced unless headphones are attached.

Appropriate Use
Users of the Library's computers are expected to use these resources in a responsible and courteous manner consistent with the educational, informational, and recreational purposes for which it is provided, and to abide by all rules and procedures established for its use including the following:

- Users may not attempt to alter the setup of the library computers, nor may they attempt to alter or circumvent their security arrangements in any way. Additionally, users may not change any of the settings, preferences, or options for any of the system, security, or application software on the computers beyond changes made in Print dialog boxes. If you believe that an app requires changes to its settings or are unsure whether a particular action would constitute changing settings, please ask a staff member for assistance.
- Users may not store their data on the hard drives of library computers. Any data saved on the hard drive is automatically deleted whenever a computer reboots, and at the end of each business day. If it is necessary to store data, we recommend emailing the file to yourself, or using a USB-powered device such as a flash drive. All library computers are equipped with easily accessible USB ports.
- Users are prohibited from using library computers to view or disseminate material considered inappropriate for a public environment such as sexually explicit or suggestive (obscene/pornographic) images or videos.
- Users are prohibited from using library computers for activities constituting violation of any law. Examples of illegal use include, but are not limited to:
  - Violating an existing State or Federal law.

o   Attempting unauthorized access to any computer systems inside or outside the network.
o   Unlawful communications, such as child pornography and threats of violence.
o   Intentional distribution of malicious computer software includes viruses and malware.

Computer users shall not interfere with other users or engage in any activity that is harassing, bullying, defamatory, or threatening. Users shall not attempt to interrupt services including computer and internet services. In addition, users shall neither obtain nor attempt to obtain private or personal information of other library computer users, other library patrons, or library staff members, nor shall they disclose nor attempt to disclose the same to any other party.

Disclaimers
● Patrons use library computers and Internet access at their own risk.
● The Library makes no guarantees, either expressed or implied, with respect to any technology, equipment, software, or other library materials.
● Maxwell Memorial Library does not monitor and has no control over the information accessed through the Internet. The Library does not protect computer users or patrons from content they may find offensive.
● Parents and guardians are responsible for monitoring a child's use and access to the Internet.

Privacy and Security
Patrons should not have an expectation of privacy, as all public computers are in view of other patrons and library staff. Electronic communication by its nature may not be secure and users should not assume any level of privacy while using this service. Each user should exercise caution when accessing the internet and transmitting and/or receiving data. While the library strives to provide safe internet access for the public, we cannot guarantee any level of security for our users. Maxwell Memorial Library collects information about computer sessions tied to the library card. Records of specific computer use are deleted when the computers are restarted. However, records such as login times are kept by the Library for statistical purposes.

Approved January 22, 2018 by the Maxwell Memorial Library Board of Trustees. Amended May 15, 2023.