

## Public Computer and Internet Use Policy

The Public Computers are a **shared community resource**. Because the number of public computers is limited, the following rules have been enacted **to ensure access to as many people as possible**. Users of public computers and the Internet agree to abide by the Library's Code of Conduct. This policy may be reviewed and modified at any time.

### Making a Computer Reservation on Main Floor Public Computers

You need an up-to-date Haddonfield Library card or guest pass to reserve a computer (see guest pass procedures below for those without a Haddonfield Public Library card).

#### At Your Reserved Computer (for Haddonfield Public Library card holders)

- Sessions are 45 minutes, with a maximum of two sessions per customer, per day for a total of 90 minutes. The last session of the day will end 15 minutes prior to closing
- Reservations are held for 10 minutes after which your computer will be given to the next person in line if you have not logged on
- Customers will be warned 10 minutes before the end of a session. Reopening, saving, and retrieving files cannot be done after your session has ended. Please save all work onto a flashdrive or in the cloud BEFORE your session ends. Nothing can be saved to the desktop or hard drive of any public computer.
- Customers can lock a session to leave momentarily
- Customers who logged on with their library cards will be prompted 10 minutes before the end of their 1<sup>st</sup> session that they may – if they wish – extend their session for a 2<sup>nd</sup> period of 45 minutes.
- A customer's session will end if they do not use the keyboard or mouse for 5 minutes and do not acknowledge the warning on the screen
- If a customer's session is interrupted by a reboot, you can log back into the original session minus the reboot time

### Children's Room Computers

- Internet and game computers in the children's department are not reservable and will be limited to 30 minute sessions
- Any use by adults for the purposes other than assisting a child is allowed at the discretion of the Library
- An adult must accompany children under five years old

### Procedures for Guests using the PCs at HPL: (Non HPL library card holders)

- Sessions are for 45 minutes. One 45 minute extension may be permitted at the discretion of the library staff, if two or more computers are free.
- HPL reserves the right to end guest users' sessions early if there is a wait for those with HPL library cards

## Internet Use

Each user must determine what information is appropriate for them. The Library uses limited filtering which will give the broadest possible access to constitutionally protected speech and information. Users should be aware however, that all currently available filtering software is not guaranteed to be 100% effective. Any user who is age 17 or older may request unfiltered Internet access to information. Parents are encouraged to take an active role in their children's use of the Internet and discuss their expectations for their children's use. While affirming the customer's rights to confidentiality and privacy, persons are advised that because security is technically difficult to achieve, electronic communications and files could become public.

### Rules:

- Users of the Internet or email must refrain from the transmission of threatening, harassing, violent, obscene, or abusive language and images.
- Use of the Library's workstations for the transmission, dissemination and/or duplication of information is regulated under various state and federal laws.
- Customers must comply with all laws governing the use of copyrighted materials.
- The Library reserves the right to terminate an Internet session at any time
- The library reserves the right to block access to chat, instant messaging, email, games, social networking tools, and other forms of personal communication and entertainment, as well as specific sites, which may impair network performance or security.
- The library also reserves the right to limit or terminate use of the Internet for commercial activity, including the sale of goods or services for personal profit.

Other General Rules for Customers: **Only library staff** may enforce time limitations, make determinations of which computer user should vacate or make other requests of current computer users. You may not:

- hover over others using the computers while awaiting a turn
- ask a current computer user to move to another computer
- ask or request a current computer user to finish their computer session or ask when they expect to finish their computer session
- Install, delete or modify or attempt to alter library hardware, software or settings
- Download anything to the computer's hard drive or use your personal software or equipment on the Library's computers without prior approval from library staff
- Reset the computers
- Move or change the arrangement of library computers and attached equipment without prior approval from library staff
- Failure to follow library rules, or any misuse of the electronic resources of the Haddonfield Public Library, may result in the suspension or the loss of computer privileges for the user.

The Library assumes no responsibility for any damages, direct or indirect, arising from the use of its public computing resources. This includes, but is not limited to, liability for loss or damage to the customer's data, disks, hardware or software for any reason or from any source, including malfunctioning hardware or software, or from viruses. The library has installed and continually updates virus protection on the public computers, but protection from viruses cannot be guaranteed. Customers are responsible for any and all use of the information and sites accessed on the Library's machines.

Adopted by the Library Board of Trustees 11/17/1998; Rev 5/16/06, Rev. 6/1/07, Rev. 11/09, Rev 3/15/12, Rev 1/24/17

