LIBERTY PUBLIC LIBRARY
INTERNET SAFETY POLICY & PROCEDURES

INTRODUCTION

The Liberty Public Library provides Internet & wireless access as a means of fulfilling the informational needs of its users. The Internet provides an excellent means to expand the scope of resources available to users; however it is an unregulated and constantly changing medium.

It is the policy of Liberty Public Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

DEFINITIONS

Key terms are as defined in the Children's Internet Protection Act.

ELIGIBILITY FOR COMPUTER USE:

1. Computer or wireless Internet use is available to any individual who has a valid RCLS (Ramapo Catskill Library System) library card and electronically accepts this policy.
2. Children under the age of ten must have a parent/guardian present with them while in the Library and while using the computers.
3. Visitors staying 1-week or less will be permitted to use a guest computer card. All other visitors must purchase a temporary library card at its current established rate.

TIME LIMITS, PRINTING AND OTHER PROCEDURES:

1. Computers are available on a first-come, first-serve basis and are shut down 15 minutes prior to closing.
2. If there are no computers available, users can reserve the next available at the circulation desk.
3. Patrons will be initially given 30-minutes; however this may be extended for additional 30 minute intervals as long as no one is waiting. Users will be permitted a maximum of 4 hours per day on their library card only.
4. One person at a time may use a computer workstation. Exceptions will be made if a parent/guardian is assisting a child or if 2 people are working on a project. Crowding around the library computers is not permitted.
5. Printouts cost 10 cents per page for black and white, or 50 cents per page for color. Remember to use the print preview feature prior to printing so that unwanted pages are not printed mistakenly. Patrons may email small print jobs (typically no more than 2-3 attachments) to the library at lib@rcls.org and staff will print them for you for the same printing cost noted above.
6. Failure to follow this policy may result in computer restrictions.

STAFF ASSISTANCE

Due to demands on staff time, staff assistance on computer functions will be very limited. Staff may be able to offer searching hints or direct you in how to get started, but will not be able to conduct intensive Internet computer training.

ACCESS TO INAPROPRIATE MATERIAL

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, child pornography, or any material deemed harmful to minors.

Subject to the Library Director's authorization, technology protection measures may be disabled for employees or minimized only for bona fide research or other lawful purposes in the case of minors.

INAPROPRIATE NETWORK USAGE

To the extent practical, steps shall be taken to promote the safety and security of RCLS online computer network users when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

USE OF THE INTERNET IN A PUBLIC SETTING

Users are reminded that the library's computers are located in public areas and can be easily seen by other users of the library. Computer or wireless Internet users are prohibited from accessing content that is pornographic, obscene or of a prurient nature. The library in no way guarantees the privacy of the Internet user. If the Internet content being viewed is considered to be disturbing or is offending other library users or staff, the Internet user will be asked to discontinue viewing that particular site.

LEGAL USE

It is not acceptable to use the Liberty Public Library computers or wireless network in such a way as to interfere with or disrupt Internet users, services or equipment. Such interference includes, but is not limited to: transmission or use of obscene, threatening, or harassing materials; propagation of computer worms or viruses; or use of the network in a manner that violates any local, state or federal laws.

As with all formats of information, patrons must respect copyright laws and licensing agreements and abide by general rules of acceptable Internet conduct. Patrons may not change settings, damage or misuse equipment, download files, software or engage in illegal activities on the Internet. Patrons are not permitted to use outside software on library's computers.

Policy adopted by the Liberty Public Library Board of Trustees Feb. 21, 2006

 (Revised: 3/27/2007; 7/22//2008; 10/26/2010, 5/22/2019, 6/25/2019, 5/24/2022, 4/22/2025)