

Katonah Village Library Internet Use Policy

The Katonah Village Library provides free access to the Internet in accordance with its mission to provide information of all types in a wide range of formats. This Internet Policy affirms the principles of intellectual freedom, equity of access, and confidentiality of information about users and their use of library resources. The Internet is a vast and unregulated information network. The Library does not monitor and has no control over information on the Internet. Not all the information is accurate, current or complete. Users are encouraged to exercise critical judgment in evaluating accessed information. The Library cannot protect users from information and images that they may find offensive or disturbing. The Library assumes responsibility only for the information provided on its home page.

Since the Library Internet terminals are located in public areas throughout the building that are shared by persons of all ages, backgrounds and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images. The Library reserves the right to require individuals to discontinue the display of information and images that cause a disruption.

Parents or legal guardians must assume responsibility for deciding which Library resources are appropriate for their children. Internet access in the Children's Room is limited to children under 12 years of age and their accompanying parents or caregivers. Children who use the Internet unsupervised may be exposed to inappropriate and disturbing information and images. We encourage parents to learn about the Internet so that they can teach their children how to use technology properly and to make wise choices.

Internet access in the Teen Time area is limited to teenagers (ages 12-18) after 3 pm until closing time, Monday through Friday. Sign-up is required to use the computers.

Library users are cautioned that the Internet is not a secure medium and all transactions, files and communications are vulnerable to unauthorized access and, therefore, should be considered public. The Library will not release information on the use of electronic resources by members of the public except as required by law.

Acceptable Use Guidelines

All individuals are expected to use the Library's Internet terminals (computer equipment, network connections, hardware, software and data) in a responsible and courteous way, consistent with the educational, informational and recreational purposes for which all Library resources are provided. Use of the Internet for activities that violate local, state or federal laws is prohibited. This includes activities such as viewing child pornography, committing fraud, hacking, libeling or threatening.

The following rules, regulations and procedures have been established for acceptable use standards:

- The number of Internet terminals is limited and will be available on a first-come, first-served basis.
- The Library reserves the right to limit the amount of time an individual may use library equipment.

- Rules for use are posted on or near terminals and include information on time limitations and printing costs.
- Individuals may not alter or damage hardware, software or data or in any way interfere with, disrupt or degrade the network. Additions, deletions or modification of the installed hardware or software by any means are not permitted except as authorized by the library. For example, downloads of computer applications/programs are not permitted without prior consent of the library staff. Users may use flash drives, digital cameras and similar devices to store or retrieve their own data provided that the devices are connected only through external interfaces (such as USB ports) provided by the library and the data is removed from the system when the user leaves the Internet terminal. Any use of such devices is at the users own risk and the library will not be responsible for damage to the devices or the data contained on them. Users should make backup copies of their data before connecting any such devices to the Internet terminals. Documents save on the computers will not be retained.
- If any patron knowingly abuses or misuses the Internet terminals, or engages in a use of the Internet terminals not authorized by the library, or deliberately introduces a computer virus or other malware, the patron will be prohibited from using this service, and may be subject to loss of library privileges and criminal prosecution.
- The Internet terminals may not be used to transmit threatening, harassing or abusive language and images.
- Individuals may not invade the privacy of others by 'hovering' over them while they use the terminals. No more than two people may use a terminal at the same time.
- The Internet terminals may not be used to perform any illegal activity, including the deliberate propagation of computer viruses and other malware. Individuals may not misrepresent themselves as another user or attempt to modify, gain access or reveal passwords or personally identifiable information belonging to others.
- The Library's Internet terminals may not be used to conduct a business, to advertise or for any other commercial purpose. The purchase of consumer goods and services for private use or consumption is not considered a commercial purpose.
- U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. The Library expressly disclaims any liability or responsibility resulting from copyright infringement or any violation of local, state or federal laws in the use of terminals.

Failure to abide by these guidelines may result in the suspension or loss of Internet terminal and other Library privileges.

Approved by the Board of Trustees 10/25/2010