Gowanda Free Library Computer, Internet, and Wireless Use Policy

Policy:

- All patrons may use computers in the computer area in the Adult Non-Fiction section
  - Patrons are limited to 1 hour at a time if there is need for an open computer
- Caregivers are permitted to work with children 12 and under on computers.
  - Anyone not using a computer or assisting a child may not be standing or sitting in the computer area
- Children under 16 are limited to one session per day, 2 hours maximum.
- Leaving the library for any reason ends your computer session.
- Guest computer usage is available by speaking to staff at the circulation desk. Individuals that live in Chautauqua or Cattaraugus County may use a computer as a guest once and they will need to obtain a Library card for future computer use. Patrons from outside Chautauqua or Cattaraugus County may use a computer as a guest by presenting valid identification.
- Parents who wish to use the computer must find care for their young children. Children below age 8 may not be left unattended in the Library
- Access to the computers is provided on a first-come, first-served basis.
- Patrons requesting to take a proctored examination, or any other valid reason for a longer uninterrupted session may submit requests to the Library Director.
- No cell phone calls are permitted in computer areas.
- Food is not permitted to be eaten at the computer area, beverages are allowed if they have a lid.
- Patrons must provide their own headphones or request a Library pair from staff at the circulation desk if they wish to use the sound on the computer.
- Library staff is not able to perform updates or make changes to patron computers or devices.

Rules Governing Use

- The cost to print and copy is 10¢ per black & white page and 25¢ per color page. The cost to send a fax is $2.00 for 1-10 pages and $4.00 for 11 or more. The cost is .50¢ per page to receive. Any copies that need to be made of paperwork so they can be sent one sided, or to be safely pulled through the fax machine costs .10¢ per page.
- Scanning services are available for 25¢ per page and must be sent to a valid patron email address.
- Patrons are responsible for all pages printed. Use of the print preview function is recommended.
- Users must respect other users' privacy.
- Patrons may not make any changes to hardware, software, or settings on Library computers.
- It is unacceptable to use the Library's electronic resources for illegal or criminal use. Users must respect the legal protection provided by copyright and license to programs and data.
- Use of computers to display or disseminate obscene or pornographic material in the Library is prohibited. Accessing this material will result in a loss of Library privileges.

Access by Children

- Parents/legal guardians are responsible for their children's use of computers.
- Children under the age of 8 may not be left unattended (see Child Safety Policy)
- As with all other Library materials, parents or legal guardians, not the Library staff, are responsible for the Internet information selected and/or accessed by their children.
- Parents or legal guardians must assume responsibility for deciding what Library resources are appropriate for their own children. Parents or legal guardians should guide their children in the use of the Internet and inform them about materials they should not use. There may be material on the Internet which parents or legal guardians would consider inappropriate for their children to view.

- The Library cannot assume the parent's or legal guardian's responsibility to monitor the child's Internet use to see if it conforms to the parent's standards. Only parents may restrict their children from access to Internet resources available at the Library.
- Parents or legal guardians are advised to supervise their children's computer sessions and to encourage them not to give out personal information, such as names, addresses and phone numbers.

Wireless Network Use

- You will need to bring your own laptop computer or wireless device to the Library. Your Laptop will need to have built-in Wi-Fi in order to access our network.
- Most Wi-Fi equipment will be compatible with Library's Wi-Fi network. The Library can make no guarantees that you will be able to connect with the Library's network.
- To connect to the wireless network our Wireless access points located in the Library communicate with your wireless device. Our wireless network is called "LIBRARY" You should be able to connect anywhere in the Library. When your wireless network card senses a signal, a message appears on the screen indicating a wireless network is available. Open your web browser and it will automatically connect to the Internet, and ask you to approve the terms of use. When connecting to the Internet you are agreeing to abide by Our Internet use Policy.
- You are responsible for setting up your own equipment. If you are not familiar with computers or networking, we recommend bringing someone with you who can help you configure your laptop.
- Bring a fully charged battery (or two!); electrical outlets for plugging in laptops are limited.
- Though the network is designed to cover the entire Library, no guarantee is made for signal strength or availability.
- Our Internet use policy is still in effect when you are using the Library's Wi-Fi.
  Remember, other patrons can still see your screen
- The Library's Wireless network is not secure. Keep this in mind as you surf the web. Do not send personal information unless you know the recipient is a reputable business that uses encryption on their website. (Most have a little lock showing in the task bar)
- There is no time limit on using the Wi-Fi network; stay connected as long as you like.
- Printing is not available from the wireless network. You can save the information to a disk for printing at home, or send an email to yourself, then sign up for a public computer and print from there. Printing costs are 10¢ a page for Black & White or 25¢ for color.

Wireless Network User Agreement

- All relevant Library rules, regulations and policies apply, including but not limited to, the Gowanda Free Library Computer & Internet Use Policy.
- The Library does not filter the content of wireless Internet access. The Library is not responsible for the content, accuracy or availability of any external sites linked to these pages.
- Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents may wish to supervise their children's Internet sessions or purchase filtering software for their computer.
- All users are expected to use the Library's wireless access in a legal and responsible manner consistent with the educational and informational purposes for which it is provided. As stated in the Library's acceptable use policy, users may not violate federal, state of local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

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- Wireless connections are not secure. Users should not transmit credit card information, passwords or any other sensitive personal or business information over the Library's wireless network. Anti-virus and security protection are the responsibility of the patron.
- The Library is not responsible for any loss of data, or for theft or damage to personal equipment or software.
- Library staff cannot provide technical assistance on using the Library's wireless network.
- The Library assumes no responsibility for any alterations or interference with a computing device's configurations, operation, or data files that result from connection to the Wi-Fi network.
- The Library reserves the right to terminate a wireless Internet session at any time.

Adopted: 1/26/2023