

USE OF PUBLIC ACCESS COMPUTERS

Public access computers are made available to all patrons with preference given to Smithtown Special Library District cardholders on a first-come, first-served basis. The equipment may not be utilized for commercial or other profit-making purpose.

PROCEDURES

1. An individual who wishes to utilize a computer may sign-in to a computer utilizing his/her Smithtown Library card possessing an existing password. A password may be assigned to a Library card through the catalog or at a public service desk. If a person does not possess a Smithtown Library card, he/she can obtain a guest pass by displaying proof of identification at a public service desk
2. Use of a computer is limited to a one-hour session. This may be extended in one-hour increments provided no other individual is seeking to use the computer.
3. Computers are automatically turned off ten (10) minutes prior to the closing of the Library. The Library assumes no responsibility for lost work due to the automatic shutting off of equipment, or for any other scheduled or unscheduled event.
4. Flash drives are available for purchase from the Circulation Desk. Work cannot be saved to the computer. All information will be automatically erased at the end of the work session when one logs off.
5. The first fifty-cents (\$.50) of printing per day are complimentary for Smithtown Library cardholders who use their Library card to sign in. Additional pages and pages for those utilizing a guest pass cost ten-cents (\$.10) per page for black and white, and twenty-five cents (\$.25) per page for color. Patrons may not supply their own paper.
6. The library provides formal instruction in the use of computers by appointment ("Book A Librarian"), and in technology programs that are offered at the Library.
7. Patrons are not permitted to alter or to attach equipment to a library computer, with the exception of flash drives or external hard drives. Patrons may not install programs or software on Library computers.

POLICY 700-80

8. Any malfunctions of the computer and/or printer are to be reported to the appropriate department immediately.
9. The Library assumes no responsibility or liability for any programs used on Library computers, or for any loss of information.
10. It is illegal to copy or to duplicate commercially produced software programs. Copying such software may result in legal action by the software publisher or licensor against the person copying the software. Further, any criminal, harassing or illegal use is prohibited.
11. Users who damage computers or computer programs through careless treatment, or in an attempt to make an unauthorized copy or to alter a program or configuration, will be charged the replacement cost of the damaged program, and/or the repair cost of the computer. Programs may not infiltrate local or remote computers or computer systems. In addition, a user who damages, alters, or copies software may be denied future use of the Library's computer and software. Denial of future use also applies to users who damage Library computer hardware or peripheral equipment.
12. Use of the Library's public access computer to display or disseminate obscene or pornographic material is prohibited.
13. Users must respect other users' privacy.
14. Users of public access computers will hold harmless and indemnify the Library as to all claims, actions and judgments which accrue against the Library as related to such use.

Policy 700-80

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