



SPOTSWOOD PUBLIC LIBRARY

548 Main Street

Spotswood, NJ 08884

732-251-1515

www.spotslibrary.org

To read. To learn. To discover.

COMPUTER USE POLICY

Spotswood Public Library offers free and open access to the Internet, in accordance with its mission, the American Library Association's "Library Bill of Rights" and the associated interpretation "Access to Electronic Information, Services, and Networks." The Internet offers access to many valuable information sources. However, not all sources provide accurate, complete, unbiased or current information.

The Library does not monitor or control the content of the material accessed through the internet and cannot be held responsible for its contents. Not all information found on the internet is accurate, complete, or up-to-date, legal or philosophically acceptable to all individuals. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the internet or any communications sent through the Library's Internet computers. The Library does not monitor an individual's use of the Internet; nor does the Library employ filtering software.

The library provides information in print, digital, and other formats. As a matter of policy, the library does not restrict access to any resource on the Internet for reasons of content.

As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. The Library does not provide any monitoring or supervision.

Use of the Library's computers for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws. The Library expects all users to comply with such laws.

Illegal activities, as well as any other activities that are intended to interfere with or disrupt network users, services, or equipment are prohibited and may result in suspension of access to computers at the Spotswood Public Library.

Wireless Internet

The Library provides high-speed, wireless, or “Wi-Fi,” access for patrons who bring in their own laptop or wireless-enabled device for use in the Library. This service is free and there are no time limits for using the wireless network.

The public wireless network is “open” and unsecured. No special usernames, passwords or other credentials are required to access this network. Individuals wishing to use the network should be familiar with configuring their device to connect to a wireless network. Staff may provide limited assistance, but cannot configure or change settings on a user’s device.

Information sent to and from a wireless device at the Library may be captured by anyone else with a wireless device and the appropriate software when using the Library’s wireless network. The Library assumes no responsibility for the safety of a user’s equipment or for damage to wireless devices, wireless device configurations, security or files resulting from connecting to the Library’s wireless access.

Wireless users are urged to take appropriate measures, including installing anti-virus software and a personal firewall, to protect their device and confidential information while using the wireless network. Use of the wireless connection is entirely at the risk of the user and the Library disclaims any and all liability for any damage to any patron’s hardware or software configurations.

Public Computer Usage Rules

1. The Library provides PCs for public use. PC reservation software, SAM, allows users to log on to the library’s computers. Spotswood residents must have a valid Spotswood Public Library card to use the Internet computers. Non-residents who are eligible for a card at an LMxAC Library must obtain a card from their home library to use the computers. Non-residents who are not eligible for a card at another LMxAC library may obtain a Computer Use card after showing a valid ID.
2. You must use your own Library card to access the computers. Sharing of cards for this purpose is not permitted and could result in the suspension of computer use privileges for the cardholder.
3. Cardholders with excessive overdue fines will be blocked from computer use until the fines have been paid.
4. Individuals may sign up to use the Internet for a 60 minute period. Time will be automatically extended if no one is waiting to use a computer. The Library reserves the right to limit the amount of time an individual user can devote to a single computer session. Computers will be turned off 15 minutes before the Library closes.
5. Headphones must be used when listening to audio and the volume must be kept low enough to not disturb others.

6. Only one person is allowed at a computer workstation. Staff, in their discretion, may approve or disapprove requests for a small group to work together.
7. There is a charge for printing from the Library's computers. Printing costs are listed in the Circulation Policy. All printing and/or downloading must be completed within the time limit of your computer session. You will receive a warning 10 minutes prior to the end of your session and another five minutes prior to the end of the session. You will be automatically logged off your session. Any work not saved will be lost at that time.
8. For security purposes, only library-provided software may be used on the library's computers. Software owned or supplied by users may not be installed or used on library computers.
9. Users may not alter or attempt to alter the setup of library computers.
10. Users may not save their data on the hard drives of library computers. Users must supply their own flash drives. Flash drives are available for purchase at our circulation desk.
11. Library staff may be able to provide basic help regarding computers and the internet, but they cannot provide in-depth help.
12. The Library cannot guarantee privacy and security for any user. Personal information such as addresses, credit card numbers, Social Security numbers, etc. may be intercepted and misused if transferred electronically. Customers should use caution when accessing personal and financial information, especially emails, bank accounts, credit card information, etc. The Library is not responsible for damage that may result from information accessed, transferred or downloaded by the user.
13. Customers may not use library computers for any activity that is patently offensive, intrusive, disruptive, harassing, or creates an intimidating or hostile environment to staff and/or to other users.
14. Staff are unable to recover data once a computer session ends. To save a document, the user must copy it to his/her personal media or online data storage during the computer session. The Library is not responsible for time or data lost due to computer failure or failure to save data during a computer session.
15. Users should be aware that use of public computers is not a private or secure medium, and that third parties may be able to obtain information regarding user's activities. Users engaged in illegal activities involving library computers may be subject to prosecution. Users may be liable for alterations or damage they cause to library hardware or software. Customers should report any computer problems to Library staff and must not attempt maintenance on Library computers, including unplugging, disconnecting, powering on, powering off, and/or detaching and PC hardware or components.
16. By using a library computer, the user agrees to conform to all regulations contained in this Policy. All users of library computers agree to indemnify and hold the Library harmless for any claims, losses, damages, obligations, or liabilities arising out of the use of the Library's computers. The Library reserves the right to terminate a computer

session and/or suspend library privileges of anyone who violates the Library's computer use policies without notice.

This policy was reviewed and approved by The Spotswood Library Board of Trustees at a regular meeting on November 20, 2014. This policy was reviewed and revised by the Spotswood Library Board of Trustees at a regular meeting on December 14, 2017.