## COMPUTER USE AT THE DOBBS FERRY PUBLIC LIBRARY

The Dobbs Ferry Public Library is committed to providing access to informational, educational, recreational and cultural resources for all library users. The Library provides access to the Internet through library computers connected to the Internet, and through wireless Internet access. The user's access to the library's computer network, wireless and Internet is a privilege, not a right. All Library users are expected to use library resources, including the Internet, in a responsible and courteous manner, consistent with the educational and informational purposes for which the resources are provided. Library users must abide by the Library's Rules of Conduct and Internet rules and procedures. The library reserves the right to terminate a computer session at any time. Staff is authorized to take immediate action to protect the security of computers and the network and ensure the fair and reasonable use of Internet resources. Violations may result in the loss of Internet use and/or library privileges. Illegal activities will be subject to prosecution by the appropriate law enforcement authorities.

Free wireless Internet access will be provided by the Library to all patrons to access on their personal electronic devices and will not require the maintenance of a library account to access such service. Use of personal devices in the library are also subject to the same user responsibilities.The access points are unsecured; personal information should be used with caution. Please do not leave devices unattended.   Wireless printing now available (ask at Reference Desk), or you may save your document to a flash drive, or email it to yourself and print it at a public terminal.

The content of the Internet is unregulated, and the Library has no control over the resources available there. Library staff cannot control the availability of information links that often change quickly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Parents or guardians, not the library and its staff, are responsible for the information selected and the sites visited on the Internet by their children. Parents are advised to supervise their children's Internet sessions.

The Dobbs Ferry Public Library endorses the Library Bill of Rights, the Freedom to Read Statement of the American Library Association (ALA), and ALA's "Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights", consistent with all applicable federal, state, or local laws.

Computers are available during regular library hours and will be turned off ten (10) minutes before closing. An "Express Kiosk" Computer is available on the main floor for 10 minute use (no printer) on a first-come, first-served basis. Two children's computers are for use by children in grade 5 and younger. Adults and children grade 6 and above must use the computers in the Adult/YA Area.

Users must pay at the reference desk for their documents at a cost of 10 cents per page printed for black and white copies, 25 cents per page for color copies. Users should always use Print Preview before sending a print job to make sure that the number of pages is correct and are limited to a maximum of 100 pages to print, per day, or have the option to store documents on their own flash drive, or purchase one from the library, and return another day to complete project**.**

The staff of the Dobbs Ferry Public Library will attempt to answer basic questions or help patrons locate resources on the Internet, but they cannot provide in-depth computer training.

To ensure free access for all patrons, the library has installed software on all computers to manage user time limits. All users must use their own library card to sign on to the computer. Visitors to the area or those people without library cards should see the librarian for more information about using the Internet. Please follow the posted instructions for the PC Reservation System If you have problems logging on, or need a guest pass, ask at desk for help.

Computers are available on a "first-come, first-served" basis. You may make a reservation for a time later on the day you wish to use the computer. If all the terminals are occupied, you may make a reservation for the next available computer, or ask a librarian to make a reservation for you. Computer use is limited to a maximum of 1 hour per day, in two half-hour sessions. Sessions may be extended at the discretion of the library staff.

Due to space limitations, no more than two (2) patrons may use an Internet computer at one time, as long as their behavior and conversation does not disturb other users or library staff and they do not physically block or impede access within the library.

The Library does not provide e-mail accounts. However, patrons may register for free, web-based e-mail accounts via the library's internet access. The Library does not assure the security of such accounts and will not support them or advise users. Those who choose to use these sites for financial transactions or for other confidential matters do so at their own risk.

We do not allow the user to save documents or personal files to the hard drive.

Use of individual earphones is permitted. You may bring your own, or purchase a set for $2.00.

Use of portable hard drives (flash drives) is permitted. All documents that are saved must be saved to a USB key-drive belonging to the user, or you may purchase one for $3.00.

Use of cd-roms to upload pictures software, files, games or instructional software is not permitted.

Patrons are not allowed to download, or upload any software programs, (such as shockwave or macromedia flash).

In order to assure information access to all patrons, only two designated computers at a time can be used for online games or gaming sites.

The Library is not responsible for any damage or loss of data that results from the use of the Library's equipment or software.

Printing is available for ten (10) cents a page; you must pay for each copy made. Color printing is available by request for twenty five (25) cents per page. Please make sure you want material

before clicking the print icon. You can retrieve and pay for your printouts at the Reference Desk. Patrons are not allowed to bring their own paper, labels or envelopes for use in the laser printers.

Rev 7/09