



## **The New Rochelle Public Library Policy on Public Use of the Internet**

### **Guidelines on Access to Information**

The New Rochelle Public Library is guided by the following American Library Association statements on access to information:

- The Library Bill of Rights
- Freedom to Read Statement
- Freedom to View Statement

To fulfill its mission of providing public access to information of all types in a wide range of formats, the Library provides access to Internet resources.

The Library is guided by a commitment to access to information policies that provide appropriate protections to its users while being consistent with the Library's longstanding commitment to the principles of free expression as set forth in the First Amendment to the United States Constitution.

### **Staff Assistance and Instruction**

Library staff will assist users with the Internet as time permits. For adult assistance, see the second floor information desk. For assistance with children's use of the Internet, see the staff in the children's area. For free Internet instruction, see the Calendar\* for topics and schedule of classes.

### **Choosing and Evaluating Sources**

Information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. The Library specifically encourages users to evaluate the validity and appropriateness of information found. The Library also specifically disclaims any warranty or endorsement of information accessed on the Internet. The Library assumes no responsibility for any damages, direct or indirect, arising from the use of its electronic services, or from its connections to Internet services through any Internet service provider.

## **Access by Minors**

Library users access the Internet at their own discretion. As with library materials, the restriction of a child's access to the Internet is the responsibility of the parent/legal guardian. With regard to children and teenagers, the library recommends that parents/legal guardians take an active interest in their children's online use.

## **Rules Governing Use**

The Library reserves the right to limit the amount of time for an Internet session and the number of sessions per day for an individual user as well as to set limits on accessing, downloading and/or printing large files. The Library further reserves the right to exercise discretion in any matter concerning Internet usage in the Children's Room. Users must comply with all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet, and with all Library policies and procedures. This policy applies to all Library Internet usage, regardless of the source of the Internet connection or the ownership of the device accessing the Internet.

## **Prohibited Uses**

Users may not use the Internet:

- To make unauthorized entry into any communication service or resource.
- To invade the privacy of others.
- In violation of copyright law, program or data licenses, or other intellectual property protections.
- To view provocative sexual imagery.
- To engage in any activity that is harassing or defamatory.
- To make any attempt to alter or damage computer equipment or software.
- To access any social networking site in the Children's Room.
- In a manner inconsistent with the Library's tax-exempt status or its proper operation.
- For any illegal activity.

## **Public Users' Security**

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. The Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

## **Safe Communications**

The Library recommends the following guidelines for adults and minors when using the Internet:

- Never give out identifying information, such as name, social security number, personal account information, home address, school name or telephone number about yourself or any other person.
- Let parents or guardians decide whether personal information such as age, family or financial information should be revealed.
- Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
- Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.
- If anyone becomes aware of the transmission of child pornography, notify staff immediately.
- Remember that people online may not be who they say they are.
- Remember that everything communicated online may not be true.
- When you are finished, remember to log out of your Internet account and terminate your Internet session. Never select an option to store or remember passwords.

## **Compliance**

The Library reserves the right to take appropriate action to insure compliance with this policy. Violations may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

Adopted 3/9/11

