

BRENTWOOD PUBLIC LIBRARY
INTERNET POLICY AND USERS AGREEMENT

Policy Statement:

As part of its mission to serve as an educational and recreational resource for the community, the Brentwood Public Library seeks to provide users with access to the Internet and the World-wide Web. The Library is a forum for all points of view and adheres to and endorses the principles of intellectual freedom.

Choosing and Evaluating Sites:

In choosing sources to link to from its website, the Brentwood Public Library follows its materials selection guidelines. Beyond this, the Library is not responsible for the content of the Internet, changes in the content of the sources to which the Library home pages link, or for the content of sources accessed through secondary links.

Standards of Internet Access:

Use of Library automation systems and patron personal electronic devices to access, create, view, transmit, or receive disruptive or offensive messages, including offensive communications related to race, gender, hair color, disabilities, age, sexual orientation, pornography, religious belief and practices, political beliefs, or national origin; threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates the Library policies and subjects the user to suspension of Library privileges. The Library's electronic Internet access and computer systems must not be used to harm others or to violate the laws and regulations of the United States, New York State or any other state, city, or other local jurisdiction in any manner. Use of Library resources for illegal activity can lead to suspension of Library privileges and bar future access to the Library's Internet.

Prohibited Uses of Internet Access:

Patrons' use of Library computers and patron personal wi-fi enabled electronic devices for access to and use of the Library's Internet must be in accordance with Library Internet Use Guidelines, under which the following conduct is prohibited:

- Making unauthorized copies of Library files or other Library data;
- Destroying, deleting, erasing, or concealing Library files or other Library data, or otherwise making such files or data unavailable or inaccessible to the Library or to other authorized users of Library systems;
- Violating the laws and regulations of the United States, New York State or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities, or in any conduct in violation of the Library's Maintenance of Public Order On Library Premises Policy;

- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Library's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, displaying or accessing pornographic materials;
- Causing congestion, disruption, disablement, alteration, or impairment of Library networks or systems;
- Defeating or attempting to defeat security restrictions on Library systems and applications
- Engaging in inappropriate network usage including hacking and other unlawful activities.
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Policy Statement for Internet/Intranet Browser(s):

All Library policies and procedures apply to Library patrons' conduct on the Internet, including, but not limited to: intellectual property, confidentiality, Library information dissemination, standards of conduct, misuse of Library resources, anti-harassment, and information and data security.

Internet Use Guidelines: Rules and Regulations:

1. Preference in the use of the Internet will be given to residents of Brentwood Union Free School District. Non-residents may use the Internet if it is not in use by a local resident, and must relinquish the time slot in the event that a local resident wishes to use it.
2. All users are required to complete the Internet User Agreement Form. Parents/guardians of children age 17 and below must sign for internet permission on the child's library card registration.
3. Internet access is available to adults at the Reference Computers, Adult Career Center and Lower Level Adult computers.
4. Internet access is available in the Children's room to children age 12 and below must be accompanied by a parent/guardian when accessing the Internet in the Children's room.
5. Students age 13 through age 17 can access the computers in the Teen Room. If their parent/guardian has signed for Internet permission they can also access the internet without parental supervision. These students between 13 and 17 may also access the Internet on the Lower Level Adult Computers if teen services is occupied.
6. Internet access in the Children's room is provided with filtering software to block or filter, to the extent possible, access by minors to inappropriate material.
7. Users must sign-in at the Career Center, Lower Level Computer Services Desk, Teen or Children's Room Desk and submit appropriate ID. One 1-hour time slots may be reserved

at a time. If the computer is available, the time period may be extended by the designated Librarian. Reservations may be made no more than three days in advance. Appointments will be held for fifteen minutes, after which the time slot will be made available to anyone wishing to use the remaining time.

8. Librarians will log users into the system and will provide rudimentary information to assist users' log-in and access to the Internet. It is the responsibility of the user to exit all programs used, display original screen and leave a clean, uncluttered desktop for the next user.
9. Users may print materials on the library's printers or save information onto their own floppy disks. Users may not download or save information to the library's computer hard disk.
10. Users are prohibited from engaging in inappropriate network usage including hacking and other unlawful activities and must comply with all State and Federal Laws including all U.S. Copyright regulations.
11. Failure to comply with library rules and regulations will result in suspension of Internet access privileges, and potential suspension of Library privileges to enter Library premises and borrow Library materials.
12. The Brentwood Public Library makes no warranty, expressed or implied, nor assumes responsibility for the timeliness, accuracy or usefulness of any information accessed via the Internet.

Approved: *10-29-15drf, 1-11-16*