

HEMPSTEAD PUBLIC LIBRARY

Technology Policy

Computer / Internet Use Guidelines

In keeping with the mission of the Hempstead Public Library to provide opportunities for learning, recreation and personal growth, the Hempstead Public Library provides public computers and access to the internet.

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

The internet offers access to many valuable local, national and international sources of information. Not all information available is accurate, current, or complete. Patrons are advised to critically evaluate all information you find.

RULES GOVERNING USE

- Users must comply with all procedures, rules and regulations established by the Library. Individuals must also comply with all applicable federal, state, and local laws including laws governing transmission and disseminating of information while accessing the internet.
- Users must provide current valid photo identification (preferably a library card or other government issued identification). Library cards may not be required as the only form of identification.
- Library staff will manage all computer/internet resources in order to provide equitable access for all patrons. A print/time management software system (SAM) manages time and print.
- Village of Hempstead residents are provided with sixty (60) minutes computer time. Additional time will be made available provided that there is no one waiting to use the workstation. A maximum of two (2) sessions or logins per day is available.

- Job Center computers are available for individuals looking for employment and/or completing a job application. Users are assigned two (2) hours.
- Visitor passes (non-residents) are available for thirty (30) minutes with a valid photo identification.
- Express stations are available for fifteen (15) minutes to all users.
- Users agree to take proper care of all equipment. When there is fault with any equipment, the user will immediately report the problem to the librarian. The user will be responsible for any damages as a result of negligence or abuse. Misuse or abuse will result in the suspension of internet access privileges. If internet use results in the disruption of library service, or if the patron's behavior becomes inappropriate for a library setting, the Library reserves the right to end the session.
- Display or transmission of obscenity, child pornography, or other materials harmful to children is prohibited and illegal.

INTERNET FILTERING

All Library computers are equipped with filtering software. Filtering software seeks to block access to potentially offensive images and text. Filtering software diminishes the likelihood that internet searchers will inadvertently retrieve text or images that they may find offensive. However, this software may also block access to sites that users would consider useful and inoffensive. Filtering software may be disabled on request for bona fide reasons or other lawful purposes.

ACCESS BY MINORS

Responsibility for, along with any restrictions of, a child's use of the internet rests solely with the child's parent(s) or legal guardian. Computers and internet access is permitted for all minors, young adults through eighth grade, with a valid current library card. Children are provided with sixty (60) minutes of computer time. Additional time is available provided that there is no one waiting to use the workstation. Printing is available at twenty-five cents (.25 cents) per page for color printing and .10 cents per page for black and white printing. All computers/internet workstations used in the Children's Room are for educational

purposes Monday – Friday. That restriction is lifted on Saturdays and during July and August. Children’s library staff will manage all computers/internet resources in order to provide equitable access for all children. A software management system (SAM) manages time and printing.

To address the issue of access by minors, including material that is harmful, the Library:

- Develops and maintains special web sites for children and teens
- Develops and provides training on safe and effective internet use
- Encourages staff to guide minors away from material that may be inappropriate

To address the issue of safety and security of minors the Library instructs and urges minors to adhere to the following safety guidelines:

- Never give out identifying information such as home address, school name, or telephone number
- Never arrange a face-to-face meeting with someone via computer without a parent’s or guardian’s approval
- Never respond to messages that are suggestive, obscene, threatening, or makes one feel uncomfortable
- Remember that people online may not be who they say they are
- Remember that everything one reads may not be true

Adopted by Library Board of Trustees, January 4, 2007; November 28, 2018

Reviewed by Library Board of Trustees:

January 17, 2008; January 8, 2009; March 4, 2010; January 6, 2011; April 12, 2012, January 3, 2013; January 16, 2014; March 12, 2015; March 10, 2016; March 8, 2017