Internet and Equipment Use Policy

In keeping with its mission to enrich the quality of life of its patrons by providing resources and services which contribute to individual literacy, education and entertainment, the Kinderhook Memorial Library offers access to a wide range of services and materials, including but not limited to computers, printers, fax machines, copiers, and the Internet and its resources.

Guidelines for Equipment Use

Computer Use

Computers are available for public use on a first-come, first-served basis. Kinderhook Memorial Library patrons with valid library cards can log in on public computers using their library card number and PIN. A Visitor Card is available at the circulation desk to those individuals who request it. In order to provide fair and equitable public access to computer-based resources, the Library employs time limits, printing, and management of computer equipment through the use of a software program called SAM (Smart Access Manager). Use of computer workstations may be limited to a total of two hours per day in one hour blocks to ensure that the maximum number of patrons will have fair and equitable access to the computers. Users must send materials to the printer before the Library closes or before their session ends. Warnings are provided on the computer screen at five minutes, three minutes, and one minute before the session ends. Work may also be saved to the user's removable media. When a patron's session has ended, his/her work may no longer be available on the PC.

There is no charge for use of the Library's computers. Computers connected to the Library's network have antivirus software to provide automatic protection against computer viruses. If the software identifies a virus, the computer will attempt to clean it and will delete it if necessary.

Computer users are bound by local, state and federal laws. Illegal acts involving Library resources may be subject to prosecution by local, state, or federal officials. Computers may not be used in a manner inconsistent with the Library's tax-exempt status or its proper operation. Computer users may not operate a business, distribute unsolicited advertising or copy software using Library computers; and may not attempt to damage any computer equipment or software or alter software configurations. In addition, computer users may not invade the privacy of others, or use the Library's computers to gain unauthorized access to the Library's networks or computer systems or to any other network or computer system. With the exception of headphones and USB storage devices, hardware and software other than that provided by the Library may not be attached to or used with Library computers. Computer users may not use sounds or visuals that disrupt other Library patrons.

The Library reserves the right to limit or revoke Library privileges including computer privileges and access to its computer resources. Misuse or unauthorized use of Library computers and information resources may result in revocation of Library privileges. If such action is taken, the patron will be informed by letter from the Library Director.

Computer users under the age of ten must be supervised by a parent or designated adult while using the computers. Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. It is not possible for library staff to control specific information children may locate on the Internet. Minors who abuse computer use policies will first receive a verbal warning. If problem behavior continues, the Library Director will send a letter requesting a conference with the parent or guardian of the child and Library privileges may be revoked.

Internet Use

The Library does not monitor the information accessed through the Internet and assumes responsibility only for the information provided on its website. In choosing sources to link to its website, the Library follows its materials selection guidelines. However, the Library cannot be responsible for changes in content of the sources to which its website links, or for the content of sources accessed through secondary links.

Kinderhook Memorial Library conforms to the Children's Internet Protection Act (CIPA) requiring libraries that receive federal online technology support to employ filters that block materials considered obscene, child pornography, or harmful to minors. No internet filter is 100% effective. On occasion, a filter may still allow information that is objectionable or potentially offensive to be accessed. Patrons may report sites that should potentially be blocked or unblocked to the Director for evaluation. The Library provides unfiltered internet access to patrons 17 or older who request it for bona fide research or any other lawful purpose.

Because the Internet is not a secure medium, users should be aware that third parties might be able to obtain information regarding users' activities. However, the Library will not release information on the use of specific Internet resources by members of the public except to the extent necessary for the proper operation of the Library, and shall release information upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by law.

Wireless Network

Kinderhook Memorial Library provides free broadband wireless Internet access twenty-four hours a day, seven days a week. Users are expected to use the wireless network in a legal and responsible manner. Violation of local, state or federal laws is prohibited.

Wireless access at the Library is not filtered. However, by choosing to use this free wireless service, patrons agree to abide by the Kinderhook Memorial Library's Internet and Equipment Use Policy.

As with most public wireless networks, the connection is not secure. Any information being sent or received could be intercepted. Wireless users who choose to transmit their credit card numbers, passwords or other sensitive personal information while using the Library's wireless network do so at their own risk.

The Kinderhook Memorial Library will not be responsible for any information that is compromised, or for any damage caused to an individual's hardware or software due to electric surges, security issues, viruses, hacking, spamming, or other causes. The Kinderhook Memorial Library assumes no responsibility for the safety of equipment or for computer or other wireless device configurations, security, or data files resulting from connection to the Kinderhook Memorial Library wireless network.

Any use of the Kinderhook Memorial Library wireless network that exerts an exorbitant strain on the Library's network and compromises patron and staff use is not allowed.

Other Equipment Use

Printers
Printing from the computers is $.20 per page and must be paid for at the circulation desk prior to printing. The money will be put into the patron's SAM account. Visitors may also pay for their printing at the circulation desk. Computer users may use their own paper in the Library printer if they need other than white paper. The charge is the same as for printing on the Library's paper. There are no refunds for balances on printing accounts, however the money will remain in the patron's account until the balance has been used. All pages printed, including those printed unintentionally, must be paid for.

Copier
A photocopy machine is available to patrons who wish to copy materials at $.25 per page. The fees for use of this machine are set and collected by Eastern Copy Products. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

Fax Machine
A fax machine is available to patrons for outgoing faxes only. A staff member must send the fax for the patron. For local and toll-free calls, the cost is $1.00 per page. For long-distance calls, the cost is $2.00 for the first page and $1.00 for each additional page. For calls outside of the U.S., the charge is $5.00 for the first page and $1.00 for each additional page. Cover sheets are available upon request but will be considered an additional page in the final charge.

Staff Assistance
Library staff is available for general assistance in using the computers. However, staff is not expected to train patrons in the use of application programs. Library staff provides limited assistance for basic start-up procedures. In general, the role of Library staff is that of helper, facilitator, guide or coach. Library staff cannot assist in making changes to a user's network settings or perform any troubleshooting on the user's own computer. Users should refer to their owner's manual or technical support provided by the manufacturer. Any patron who needs more than basic assistance and guidance is encouraged to register for a one-on-one tutorial. See staff at the circulation desk for details.