



# Ridgewood Public Library

## INTERNET & COMPUTER USE POLICY

### LIBRARY MISSION STATEMENT

The Ridgewood Public Library is dedicated to providing information, education, culture and inspiration. We encourage our community to pursue lifelong learning and the enjoyment of books, programs and resources in a variety of formats. We strive to offer the best available library materials, staff, technology and facility, with ready and equal access for residents of all ages.

### PERMITTED ACCESS

#### **Internet & Online Resources**

Public Internet Service opens a world of information beyond the Library's physical collections, facilities and programs. Please note that not all information available via the Internet is accurate, current and complete. Users are encouraged to evaluate carefully the validity of information accessed via the Internet. The Library's website, [www.Ridgewoodlibrary.org](http://www.Ridgewoodlibrary.org), guides users to professionally selected web resources, evaluated for appropriate content and high quality of information.

Library Public Computers enable all residents to share "information age" benefits. Patrons of all ages can also develop their technology skills through the Library's continuing program of computer classes, teaching topics including basic Internet, E-mail, Google, Mac, and marketable job skills.

The Library's computers and resources offer information through access to:

- Internet Access – online personal research and communications
- Tech Training Center classes – developing new technology skills at all levels
- Bergen County Cooperative Library System (BCCLS) & NJ State databases – Shared collections/research sites
- Ridgewood Library database subscriptions: World Book, Facts on File, Ancestry, Newspaper Archives
- Microsoft Office 2007 Professional Software – standard business software
- Library CD-ROMs (*National Geographic & New Yorker*, plus numerous genealogy resources)

#### **Children & Young Adult (to age 18) Access**

Parents and/or legal guardians have the right and responsibility to determine their children's access to library materials and resources, including those available on the Internet. Computers in the Children's and Young Adult Centers are equipped with filtering software, which can diminish but not fully eliminate access to potentially offensive text and/or images. Filters may also inadvertently block access to some useful sites.

#### **Public Computers and Online Access**

##### **PUBLIC COMPUTERS**

##### **Adult Reference (2nd Floor):**

- 14 networked computers, full Internet access, MS Office Suite, Color or B&W printing  
*Please see restrictions on page 2.*

##### **Habernickel Technology Training Center (2nd Floor):**

- Computer classes for all ages; 8 PC/MAC stations and Smart Board.

##### **Children's Center (1st Floor):**

- 4 PCs with learning games, 2 networked computers with filtered Internet access & MS Office Suite, B&W Printing  
*Children's Center Computers may be used by children up to age 14 and their caregivers only.*

##### **Young Adult Room (1<sup>st</sup> Floor):**

- 2 networked Apple iMacs with filtered Internet access & MS Office Suite, B & W Printing

##### **ONLINE ACCESS WITH PERSONAL LAPTOPS**

*The Library's Computer Use Policy also applies to personal laptop use. The Library is not responsible for any damage done to hardware or software configurations. Library staff cannot assist with the use of non-library computers.*

**Wireless:** Wireless Internet access is available throughout the Library. No sign up is required. Please ask at the Reference Desk.

**Wired:** The Library offers network ports at the Reference Center Study Counter.

## **FEES, RESTRICTIONS, SECURITY & PRIVACY AND PROCEDURES**

### **FEES**

#### **Public Computers by the Hour**

- Free for Ridgewood Cardholders
- \$1 fee for visitors from other communities

#### **Habernickel Technology Training Center**

- \$10 per class for Ridgewood Cardholders
- \$20 per class for visitors from other communities

#### **Online Access with Personal Laptops**

- Free wireless and wired access for all

#### **Printing & Supplies**

- Writable CDs: \$1.00 each
- Flash drives: \$12.00 each
- *Printing:*
  - \$0.15 per page for black and white
  - \$0.50 per page for color

### **RESTRICTIONS**

**Inappropriate/Illegal Access:** The Library's Public Computers are located in public space. Patrons of all ages and sensibilities can easily view screens. **Display or transmission of sexually explicit graphics or materials that are violent, obscene, pornographic or harmful to minors is strictly prohibited in the Library.** Staff reserves the right to request that a patron exit a website if the staff member judges the material to be inappropriate for public viewing. Child pornography is illegal and will immediately result in police intervention. The Village of Ridgewood and the Ridgewood Public Library prohibit acts of harassment, sexual and other forms, against Library patrons and Staff as per Title VII of the Civil Rights Act of 1964 and the New Jersey Law Against Discrimination.

**Library resources may not be used to conduct or advertise a private business, to perform any illegal activity, to harass or defame others, to gain prohibited access to copyrighted materials, to modify/gain access to computer systems, files, passwords or data belonging to others, or to deliberately propagate computer viruses**

**Copyright Infringement:** All rules of copyright and personal property must be honored. Information in the form of text, graphics, music, video, software, and other media that is retrieved or utilized electronically should be considered Constitutionally protected.

**Damage:** All users must be responsible for their behavior and for any damages that occur due to misuse. Users agree not to attempt to alter the computer set-up in any way. All users accept responsibility for the good working order of the computers and furniture. Parents will be held responsible for damage done by their children.

**Warning:** Any reported complaints of illegal activity or violation of the Library's Internet & Computer Use Policy may result in a computer station shut-down, suspension of Library privileges and referral to appropriate authorities. Individuals must log off promptly when asked to do so by Library Staff. Incidents will be documented and reported to the Library Director. Any illegal activities, harassment, destructive behavior or vandalism may result in police action as well as suspension of Library privileges.

### **SECURITY & PRIVACY**

Security in an electronic environment such as the Internet cannot be guaranteed. All transactions, files and communication are vulnerable to unauthorized access and should not be considered confidential. The Bergen County Cooperative Library Systems (BCCLS) and the Ridgewood Public Library own the Library's networks and have access to all files. The System Administrator will inspect Library computer files or e-mail if required by law or by policies of the Ridgewood Public Library.

### **PROCEDURES**

#### **Public Computer Use Registration - All Departments:**

- Patrons must present their own BCCLS Library card or valid identification (i.e. License, Passport) to use public computers.
- RPL Cardholders may place advance reservations for computers up to 2 hours per day. Reservations will be held 5 minutes.

#### **Downloading/Saving Files:**

Files can be downloaded to the "My Documents" folder on the desktop of each public computer. Files are automatically deleted at the end of each day. Important files should be downloaded directly to a flash drive, CD or other personal storage device. The Library is not responsible for lost or damaged files. Patrons download files from the Internet to computers at their own risk.

#### **Technical Assistance:**

Patrons registering to use public computer workstations must be familiar with basic computer skills and the programs they wish to use. Library staff cannot provide on-the-spot individual tutoring in computer applications. Group and individual instruction can be arranged by appointment at the Reference Desk. Please report technical problems to Library Staff immediately.