



# Ridgewood Public Library

## INTERNET & COMPUTER USE POLICY

*The Ridgewood Public Library attempts to provide materials of the highest quality for use by all members of the community. The Internet provides access to a vast amount of enriching and enlightening information. The Internet is accessible on Library PC's and laptops in support of the Library's mission to meet the educational, informational, cultural and recreational needs of the community. The following policy and rules have been developed in order to meet the Library's mission while respecting the sensibilities of all patrons.*

### PERMITTED ACCESS

The Library Staff will manage computer resources in order to provide access to all patrons. Library computers offer information through access to:

- Internet
- Bergen County Cooperative Library System (BCCLS)
- Online Database Subscriptions
- Microsoft Office Professional Series
- Library CD-ROM's

The Library offers Internet connections for Library patrons to use with their laptop computers. Please note that the Library's Computer Use Policy also applies to laptop users.

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. Users are cautioned that ideas, points of view and images found on the Internet may be graphic, controversial, inflammatory or offensive. Library computers with Internet access are located in public areas shared by Library users of varying ages, backgrounds and sensibilities. Individuals are required to be considerate about accessing potentially controversial information and images.

**Children & Young Adult PCs** (1st Floor): Computers in the in the Children's Center are for the use of children up to the age of 14 and adults accompanied by children only. Responsibility for and any restriction of a child's use of the Internet rests solely with the child's parent(s) or legal guardian. Internet computers in the Children's and Young Adult Centers are equipped with filtering software that seeks to block access to potentially offensive images and text and diminishes the likelihood that Internet searchers will inadvertently retrieve text or images that they may find offensive. Filters are not foolproof. *Please note that filtering software may also block access to sites that users would consider both useful and inoffensive.*

### PROHIBITED ACTIVITIES

The Internet computers are located in a public space. Patrons of all ages and sensibilities can easily view the screens. **Display or transmission of sexually explicit graphics or materials that are 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.

The Library's Internet resources may not be used to conduct a business, to advertise, or to perform any illegal activity, including the deliberate propagation of computer viruses. The Library computers may not be used to seek *prohibited* access to any other computer system.

Any reported complaints of illegal activity or violation of the Library's Internet & Computer Use Policy may result in a shut down of your computer station, the suspension of Library privileges and possible referral to appropriate authorities. All incidents will be documented and reported to the Library Director. Individuals must log off promptly when asked to do so by Library Staff, or they may risk suspension of Library privileges.

**Security & Privacy:** Users are cautioned that security in an electronic environment such as the Internet cannot be guaranteed. All transactions, files and communication are vulnerable to unauthorized access and use, and therefore should not be considered confidential. Internet users must respect the privacy of others by not attempting to modify or gain access to files, passwords, or data belonging to others. The Bergen County Cooperative Library Systems (BCCLS) and the Ridgewood Public Library are the owners of the networks and, therefore, have access to all files. Although the system administrator will not normally inspect the contents of files or e-mail, they will do so if required by law or policies of the Ridgewood Public Library, or to investigate complaints regarding files or e-mail which is alleged to contain material that is obscene, pornographic, harmful to minors or illegal.

**Damage:** All users must be responsible for their behavior and for any damages that occur due to misuse. They must agree not to attempt to alter, even temporarily, the computer set-up. Any vandalism, destructive behavior or illegal activities may result in police action as well as suspension of Library privileges. 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.

**Copyright Warning:** 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.

## COMPUTER USE PROCEDURES

### Sign-up & Sign Out

- **Sign-up:**  
All patrons, regardless of age must present a BCCLS Library card. For individual use of PC's in the Reference, Children's or Young Adult centers, all Internet/Microsoft Office users must sign in at the nearest Staff Service Desk, present BCCLS Library Card or valid identification (i.e. License, Passport), and sign out when terminating their time period.
- **Sign Out:**  
When leaving workstation, click on X in upper right corner of screen to close your session and notify staff when finished.
- **Reservations:**  
RPL Cardholders may reserve time, up to 1 hour per day to use the computer. Reservations will only be held 5 minutes; late arrival will not extend your reserved hour.

Time Allowance	
BCCLS OPACs	30 min/no sign-up
Internet & Microsoft Office	60 min
CD-ROM J Room Games	30 min
Microfilm	30 min
Express Internet Terminals	10 min/no sign-up

### Fees:

- **Internet/BCCLS/CD-ROMs:** No charge.
- **Office 2000:** No charge for RPL Cardholders; \$2.00 per hour for all others.
- **Printing:** \$0.15 per page must be paid by all Library patrons for all pages (including useless pages and mistakes). Retrieve printouts and pay fees at the nearest Staff Service Desk. Please bring change or small bills. Printing must be accomplished within time allowance.

### Downloading/Saving Files:

Downloading refers to the electronic transmission of data. No data files shall be downloaded, installed or saved to Library Computer C-Drives (hard drives). The Library sells formatted floppy discs for \$1.00 each at the Reference Desk to download or save files using the computer's A-Drive. File-saving must be accomplished within time allowance.

### Technical Assistance:

Patrons registering to use computer workstations must have an operating knowledge of computer skills and needed programs (i.e. Netscape, Explorer, Microsoft Office). Patrons should be familiar with a Windows & web environment. The library staff cannot provide individual tutoring in computer applications and e-mail or assist with extensive Internet searches. Please report technical problems to Library Staff immediately.

### Habernickel Technology Training Center:

Computer classes will be offered in the Habernickel Technology Training Center. Classes cost \$5.00 per class for RPL cardholders (unless noted otherwise), \$10.00 per class for non-RPL cardholders.

### Laptops:

The Library offers a limited number of Internet connections for Library patrons to use with their laptop computers. These connections do not require sign-up. If you have a working network adapter on your notebook pc, and Windows 98, NT, 2000, or XP, you should be able to gain a connection with no configuration. Patrons must provide their own CAT5 cable to connect. For more information, please refer to the Internet Connectivity for Laptops Policy available at the Reference Desk.