

#### Introduction:

Providing access to the World Wide Web service ("the Web") on the Internet is central to the Ramsey Free Public Library's ("the Library") purpose and mission. The Web permits the Library to open to patrons a world of electronic information beyond the confines of its own collections, facilities and resources. It provides access to information that can make individual's lives personally, professionally and culturally richer.

As with the use of all Library resources, the Library affirms the right and responsibility of parents/guardians to guide, direct and oversee their children's use of the Internet. Parental supervision of children searching the Web is advised.

It is the stated policy of the Library not to restrict Web access. The Library will not restrict or attempt to censor access to Web sites except for specially identified terminal(s) in the children's area, which have filtering software installed.

To assist parents, the Library has available the pamphlet "Child Safety on the Information Highway," published by the National Center for Missing and Exploited Children. Parents are encouraged to review this with their children.

The Library reserves the right to modify the rules and procedures as necessary to ensure the fair and reasonable use of the Internet.

#### Disclaimer:

Not all information available via the Internet is accurate, current, and complete. Patrons are encouraged to evaluate carefully the validity of information accessed via the Internet. Patrons are cautioned that ideas, points of view, and images found on the Internet may be graphic and/or controversial, inflammatory or offensive. The Library will not be liable for direct, indirect or consequential damages related to the use of information found throughout the Library's Internet service.

The Library is not responsible for any information accessed by children. Parents are strongly encouraged to supervise their children's Internet sessions. Parents/guardians are responsible for any Internet information accessed by their children.

Patrons 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 patrons must respect the privacy of others by not attempting to modify or gain access to files, passwords, or data belonging to others.

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.

#### Patron Responsibilities:

All library patrons are expected to treat this library resource in a responsible manner with courtesy to others, consistent with the purposes for which it is provided, and to follow all Library Internet access policies.

Failure to comply with those policies may result in the suspension or loss of privilege to use these resources. Illegal activity involving the Library's Internet resources will be subject to prosecution by the appropriate authorities.

#### Policies:

Following are the general policies adopted by the Library regarding access and use of the Internet:

1. The Web, like all of the Library's information sources, must be shared and used in a way that respects the rights of others and refrains from activity that prevents others from using it. The Library Internet is not to be used for any purposes which violate Federal or New Jersey State Laws.
2. Web access at the Library is primarily for reference/research purposes. The Library does not provide file transfer service (FTP), Telnet service, and e-mail service (POP & SMTP) other than access to third party personal email accounts via the Web.
3. Use of the Internet terminals is on a first-serve basis. Patrons must check in at the Reference Desk to use a computer.
4. Use of a computer will be limited to a half hour. Patrons may extend the time slot if no one is waiting to use a terminal.
5. Downloading or other replication of copyrighted material without the owner's permission or a license to use is illegal and prohibited.
6. Identified terminal(s) in the Children's area will be equipped with filtering software.
  - a. This software diminishes the likelihood that searchers will inadvertently retrieve text of images that they

may find offensive, but filters are not foolproof, and may block access to sites that patrons would consider both useful and inoffensive.

b. The Library suggests that searchers use workstations equipped with filtering software if the first concern is the possibility of being exposed to offensive text or images. However, the software may impede access to the information being sought.

7. Web access, transmission, and display on the computer of obscene materials, child pornography, or materials harmful to minors is illegal and prohibited. Such access, transmission, and display may result in appropriate legal action including suspension of Library privileges and police intervention. Acts which constitute sexual and other harassment against library patrons and staff are prohibited per Title VII of the Civil Rights Act of 1964 and the New Jersey Law Against Discrimination.

8. 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's computers may not be used to seek disallowed access to any other computer system. Any verified complaints as to illegal activity may result in the immediate shut down of the computer station, the suspension of privileges, and possible referral to appropriate authorities.

9. Downloading refers to the electronic transmission of data. No data files shall be downloaded, installed or saved to Library Computer C-Drives (hard disk drives). The Library sells formatted floppy discs for \$2.00 at the Reference Desk to download or save files using the computer's A-Drive. File saving must be accomplished within patron's 1/2 hour time allowance.

10. All patrons are responsible for their behavior and for any damages that occur due to misuse. They agree not to attempt to alter, even temporarily, the computer setup. Any vandalism, destructive behavior or illegal activities may result in police action as well as suspension of privileges. All patrons will be held responsible for any damages done to computers and furniture. Parents are responsible for damages done by their children.

11. Printing must be accomplished within the patron's 1/2 hour time allowance. Fees of \$.10 per page must be paid by all Library patrons for all pages (including useless pages and mistakes). Retrieve printouts and pay fees at the main desk.

Approved: 10/11/04