

Technology and Internet Use Policies

Internet Use Policy

The Ticonderoga Black Watch Memorial Library and its staff are dedicated to making available a full range of resources and services, provided without censorship or violation of privacy.

The Ticonderoga Black Watch Memorial Library offers access to the internet as an electronic means of reaching ideas and information, greatly expanding its information services beyond traditional collections and resources.

Access to the internet and its resources from the library is provided equally to all patrons. The patron's access to the library's computer network, wireless and internet is a privilege. Patrons using the library internet are on a public network, therefore the library assumes no responsibility for any damages, direct or indirect, stemming from the use of the network.

Expectations

All patrons are expected to use library resources, including the internet, in a responsible and courteous manner. Internet users must abide by the library's Code of Conduct Policy, as well as the Internet Use Policy. The library reserves the right to terminate an internet session at any time. Staff is authorized to take immediate action to protect the security of library computers and the network and ensure the fair and reasonable use of internet resources.

Warnings

Use of the internet at the library, use of public computers, and use of the wireless network is entirely at your own risk. The library is not responsible for any damage to, loss of, or theft of your data. In particular, patrons should be cautious about entering user names, passwords, credit card numbers, financial information, and other private data on public computers or on private computers or devices over a wireless network. The library will not be responsible for any damage to a patron's hardware, software, or

data due to electrical surges, security issues, or consequences resulting from viruses or hacking.

Guidelines

Computer and wireless users must abide by the following guidelines:

1. Public computers are available during the library's hours of operation.
2. Sessions are limited to 30 minutes but may be extended at the discretion of the library staff.
3. Parents, caregivers and legal guardians are responsible for the supervision or restriction of their children's use of the internet. This includes the use of websites, e-mail and social media.
4. Due to space limitations, only one (1) individual may access an individual public computer station at a time. Exceptions will be made in the case that a user needs computer assistance from another individual and as long as their behavior and conversation do not disturb other patrons.
5. The computer area is a quiet area. Cell phone usage should be limited so as not to disturb other computer users.
6. The library does not allow public computer users to save documents or personal files to the hard drive. Use of portable hard drives (flash drive) is permitted but the library is not responsible for damage or loss to data on personal drives.
7. Library staff will provide research assistance when time permits. For all other applications, patrons are expected to use the computer independently. Staff can provide general help (i.e. printing assistance), but will not be available to answer technical questions unrelated to library research or the library's website.
8. Privacy and/or confidentiality of information or files that are entered into or accessed via computers or the internet cannot be guaranteed. Staff will not

assist patrons with online financial transactions or personal applications but will support general Internet/computer questions.

9. The library does not provide e-mail accounts. Computer users may register for a free web-based e-mail account via the library's internet access. The library does not assure the security of such accounts and will not support them or advise users. Those who choose to use these sites for financial transactions or for other confidential matters do so at their own risk.
10. Library computers are provided for educational and individual communication needs. Public computers may not be used for on-going business or commercial activities.
11. Computer users who experience issues with workstations should notify staff immediately and not attempt to fix the problem.
12. Wireless internet access is available and the password can be obtained from library staff. Users of wireless devices are subject to the same user responsibilities. The access points are unsecured. Personal information should be accessed with caution. Please do not leave devices unattended.

Restrictions

Illegal and Unacceptable Uses:

- Engaging in any activity that creates an intimidating or hostile environment for others, including other patrons or library staff
- Displaying sexually explicit or pornographic materials
- Tampering with hardware or software
- Violating the privacy of individuals
- Violating copyright laws
- Unauthorized access to, or disruption of, internet resources, hosts, networks or end-user systems or accounts

The Ticonderoga Black Watch Memorial Library complies with applicable U.S. copyright laws. The copyright law of the United States (Title 17, U.S. Code) governs the use of copyrighted materials. The Ticonderoga Black Watch Memorial Library is not responsible for the improper or illegal use of copyrighted material by its patrons. The person using our resources is responsible for guarding against the infringement of

Public Service Policies

rights that may be held by others and for clearing reproduction rights and copyright restrictions when applicable.

Failure to comply with these rules will result in loss of internet access for users. A patron whose privileges have been denied may have the decision reviewed by the Ticonderoga Black Watch Memorial Library Board of Trustees.

Revised by the Board of Trustees

5/22/2025

Adopted by the Board of Trustees

12/14/2023