

INTERNET POLICY

Moffat Library of Washingtonville

In order to fulfill its mission of providing public access to information of all types in a wide variety of formats, Moffat Library of Washingtonville provides access to the Internet resources (ALA's "Access to Electronic Information, Services, and Networks: an Interpretation of the Library Bill of Rights".) In doing so, **the library does not monitor and has no control over the information accessed through the Internet and assumes responsibility only for the information provided on its home page.**

The Internet offers access to many valuable local, national and international sources of information. However, some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. A good information consumer must evaluate the validity and appropriateness of information found.

Who is Eligible

- Anyone with a valid RCLS library card may use the Internet. The card must be free of fines and overdue items.
- Users are required to present their RCLS library card and sign in at the circulation desk before using the Internet.
- All users must have read and signed a copy of the **Moffat Library Internet Policy Agreement**, or have one on file at the time of use.
- Children under the age of 12 must have a parent or guardian present to assist with using the computer and observing the policy.
- Users between the ages of 12 and 18 must have the **Moffat Library Internet Policy Agreement** signed by a parent or guardian **at the library** in order to use the Internet unattended.
- No more than two people may use the workstation at any one time. Both must have a valid RCLS library card and their online records must indicate that they have read and signed a copy of the **Moffat Library Internet Policy Agreement**.

Making Reservations

- Internet reservations may be made by telephone or in person during library hours.
- **Reservations are for half-hour sessions.**
- If you cancel an appointment, you must do so before the appointment begins.
- Patrons who are more than ten minutes late for a reservation will forfeit their time.
- Walk-ins are allowed whenever the computers are free.
- Patrons may not use the Internet for more than two consecutive sessions at a time, or for more than two hours a week.

Staff Assistance

While staff will be glad to offer searching suggestions and answer questions to assist you in getting to the right place on the "internet superhighway", they cannot provide in-depth training concerning Internet use. To assist you in your use of Internet resources we have provided a Moffat Library homepage and a list of bookmarked sites which will identify specific starting points for searches which are appropriate to the library's mission and service roles.

User Responsibilities

- Users may not use their own software.
- Users must allow themselves at least ten minutes before the end of their appointment to print or save their work. All computer copies are \$.10 per page.
- Users may not download or save files to the computer's hard drive.
- Sessions are for ½ hour. User are allowed one session per day. Computers are shut down 15 minutes before the library closes.
- Public use of recreational chat rooms, IM (instant messaging), game sites, newsgroups or other interactive services (excluding e-mail) is prohibited.
- Computer settings and configurations may not be changed.
- Misuse or abuse of Internet access will result in immediate suspension of Internet access privileges. Staff on duty have the right to cancel or interrupt the use of the Internet at any time.

Adopted 3/22/04
Revised 10/31/07
Moffat Library Board of Trustees

LAST NAME, FIRST NAME: _____

INTERNET POLICY AGREEMENT
Moffat Library of Washingtonville

The Moffat Library of Washingtonville offers Internet access as part of its mission to meet the informational and educational needs of the entire community. In providing access the library subscribes to the principles set forth in the Library Bill of Rights adopted by the American Library Association.

The Moffat Library of Washingtonville does not monitor and has no control over information accessed through the Internet and cannot be held responsible for its content.

As with other library materials, restriction of access is the responsibility of the user or the user's parent or legal guardian. Therefore, users are strongly advised to evaluate for themselves the validity and appropriateness of any information found. Parents are also advised to accompany children when using the Internet so as to monitor the information which they are accessing.

Unacceptable Use

Public use of recreational chat rooms, IM (instant messaging), game sites, and other interactive services (excluding e-mail) is prohibited. The Moffat Library of Washingtonville offers Internet access for information gathering only. It is strictly prohibited to use the Internet for illegal or criminal purposes. Any unauthorized access will result in the immediate suspension of Internet access. Users whose conduct violates federal, state or local laws will be prosecuted to the full extent of the law.

"I have read and understand the Moffat Library Internet Policy and the above statement, and acknowledge that I am utilizing the Internet being fully aware of the library's policies. I agree to waive any claims against the Moffat Library of Washingtonville which arise or may arise in connection with any materials or graphics I may encounter while utilizing the Internet. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action pursued."

PRINT NAME _____

Signature: _____ **Date:** _____

FOR USERS 12 TO 18 YEARS OF AGE

As a parent or guardian, I have read the Moffat Library Internet Policy and the above statement. I will not hold the Moffat Library of Washingtonville responsible for material acquired or problems related to the use of material acquired over the Internet.

I hereby give my permission for my child to use the Internet at the Moffat Library.

PRINT PARENT/GUARDIAN'S NAME _____ **Date** _____

Signature of Parent or Guardian: _____

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