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## **400.01 – Internet, Computer & Equipment Policy**

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### **Statement of Purpose**

The Haxton Memorial Public Library provides access to a broad range of information through books and a variety of other formats to meet the informational, educational, cultural, and recreational needs of our community. The Internet is an integral part of the resources used to assist library users in finding the information they need.

The Library complies with the federal Children’s Internet Protection Act (CIPA) which requires the use of filtering software for adults, teens and children. This software shall be used to block visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Filtering software may not block all material users might find offensive. As with all library resources, Internet use by a minor is the responsibility of the parent/legal guardian. Parents should inform their children of materials they do not want them to use and may wish to supervise their children’s Internet sessions. To help protect their children’s safety, the Library encourages parents and children to discuss the child’s use of email, social media, online chat, and disclosure of personal information over the Internet.

The Haxton Memorial Public Library is not responsible for any liability that may occur as a result of the disclosure of financial or other personal information over the Library’s public computer services. Users should be aware that use of public computers is not a secure medium and that third parties may be able to obtain information regarding users’ activities.

### **Computers**

Computers are available to patrons on a first-come, first-served basis. There is no charge for use of the computers or WiFi. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs.

### **Fax Machine/Photocopier/Printers**

A photocopier, fax machine and printer are available, with staff assistance. Patrons must pay a rate of \$1.00 per fax and \$ .25 per page for black and white photocopies and \$1.00 per page for color photocopies. The fax machine can send and receive facsimiles. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the patron. Payment must be made at the conclusion of the session.

### **Devices**

Patrons are welcome to bring their own devices to use in the library. The Library is not responsible for loss, theft, or damage of patron devices. The Library does not have devices to loan for use outside of the library.

### **Internet Use**

The Haxton Memorial Public Library provides access to the Internet as a means to enhance the information and learning opportunities for the citizens of the Library’s service area. The Library Board of Trustees has established the Internet Use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the Library's Internet service. Internet work stations will be accessible through an updated library card. A daily limit of 60 minutes will be enforced if all workstations are in use and are requested by other patrons.

### **Expectations:**

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The User will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

### **Warnings:**

The Internet is a decentralized, unmoderated global network; the Haxton Memorial Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of the information found on the Internet. The Library cannot ensure that data or files downloaded by users are virus-free. The Library is not responsible for damage to equipment or data on a user's personal computer from the use of data downloaded from the Library's Internet service. The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

### **Guidelines**

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.
- Users may not use the Internet for any illegal activity or place any material on the Internet related to any illegal activity.
- Users may not invade the privacy of others or engage in any activity that is harassing, defamatory, or threatening; or receive or display graphics which may reasonably be construed as obscene as defined by law.
- Users must respect copyright laws and licensing agreements and assume responsibility for payments of fees or any fee-based service.
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail); the Library is unable to manage email accounts for any organizations or individuals.
- Users shall not create and/or distribute computer viruses over the Internet.
- Users shall not deliberately or willfully cause damage to computer equipment or programs.
- If there are patrons waiting to use a computer, a 60-minute time limit will be enforced.
- Users will not rely on Library staff to provide computer training but will answer questions and, as time permits, help users locate and use resources on the Internet.
- Users may not alter software configurations.
- Users may not display images, sounds, or messages in a way that will negatively affect those who find them objectionable, offensive, or disruptive.

## **Wireless Use**

Non-secure WiFi is available for patrons who bring their own device.

## **Website**

The Haxton Memorial Public Library maintains [haxtonlibrary.org](http://haxtonlibrary.org) in order to make information about the Library available on the Internet.

**Adopted: September 16, 2024**

Reviewed:

Revised:

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## 400.02 - Social Media Policy

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### Statement of Purpose

This policy governs the Haxton Memorial Public Library's participation in online venues and social media, defined here as any web application or website for online publication and commentary, including but not limited to blogs, wikis, and social networking sites (Facebook, Instagram, Twitter, etc.). The Library makes use of these tools to connect with and be more easily accessible to current and potential library users.

### Rights and Responsibilities of the Library

The Library's social media sites serve as "limited public forums." Comments/posts will be moderated by library staff for content and relevance. The Library reserves the right to deny or remove comments, tags, and/or images/videos that violate the law, the rights of any third party, or Library policies. The Library reserves the right to ban or block users who have posted in violation of this policy.

The sharing of content from third party social media pages or accounts by the Library does not constitute an endorsement by the Library of that group or the individual's beliefs or views. Any views expressed by a user of the Library's social media sites are those of the individual author and do not represent the official views of the Library.

### User Responsibilities and Use Restrictions

Users of all ages have the responsibility to protect their privacy and should not post personal identifiable information, such as last name, school, age, phone number, or address. The Library does not act in place of or in the absence of a parent.

Users may not post comments, tags, or images/videos that impinge on another's privacy or that may be considered objectionable or inflammatory. Violations include, but are not limited to:

- off topic and/or disruptive posts;
- commercial promotions or spams;
- duplicate posts from the same individual;
- threatening language and personal attacks;
- private or personal information without consent;
- obscene or libelous content;
- political advocacy;
- posts that violate Library policies;
- posts which violate or potentially violate local, state, or federal laws including, without limitation, intellectual property and copyright laws;
- posts which discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, handicap, age, sexual orientation, creed or ancestry;
- posts which are sexually harassing including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions, or jokes.

By participating in the Library's social media services, each user agrees to abide by the Library's policies and all applicable federal, state, and local laws. By participating in these services, each user agrees to indemnify, defend, and hold harmless the Haxton Memorial Public Library and

their members, officers, trustees, and employees from and against any and all claims, actions, causes of actions, costs, expenses, liabilities, or damages (including attorney's fees) that arise out of or are related to the content posted by said user.

**Adopted: September 16, 2024**

Reviewed:

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## 400.03 – Technology Privacy Policy

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### Statement of Purpose

The Haxton Memorial Public Library believes strongly in protecting the privacy of all who use our services, in person and online. This includes our patron's right to read anonymously. Consequently, our staff members hold in confidence, to the extent allowable by law, all information about individual users.

### Rights and Responsibilities of the Library

The Haxton Memorial Public Library provides users with opportunities to use computers and other devices (e.g. laptops, tablets, ebook readers, etc.) to access online resources such as library catalogs, research databases, ebooks, other digital content, and the Internet. Users use library computers to create content including word processing documents, multimedia projects, email messages, and posts to social media and other websites. In addition, libraries often provide wired and wireless public networks that allow users to connect using a personal device.

The library does not keep a record of a patron's activities on any Library-provided computer or laptop. Records of browsing history and activities are removed when a user properly logs off the computer.

New York State law (NY CPLR § 4509) protects the confidentiality of library records including, but not limited to, the circulation of library materials, database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, reserve requests, and the use of audiovisual materials, films, and sound recordings. Such records are to be confidential and can only be disclosed with the user's consent or in response to a subpoena, court order, or other legal requirements. Library patrons should be aware that Federal legislation (USA PATRIOT Act of 2001, The USA Freedom Act) has expanded the circumstances under which a federal agent may request patron records held by the Library; if such records are requested by federal authorities, the Library is prohibited by law from notifying the patron of that request.

**Adopted: November 18, 2024**

Reviewed:

Revised: