



Technology, Internet, and Services Policy

Computers Use Policy

The Library provides free access to computers in accordance with its mission to provide information of all types in a wide range of formats. By using our computers you are agreeing to our Internet Use Policy found below.

Patrons can log onto our computers for 120 minutes at a time. No library card is needed. However, patrons are not allowed to do anything illegal or violate any of our policies while using our equipment. Computers can be turned off remotely for any reason.

Staff can provide basic assistance for using library computers and equipment. (i.e. printing, saving, email, Google) If detailed supported is necessary, we offer one-on-one support sessions every week.

Children under 12 must be accompanied by an adult. Adults must stay with them at the computer. Parents/Adults are responsible for what minors view and access while using our equipment/internet whether they are present or not.

Internet Use Policy

The Lee-Whedon Memorial Library provides free access to the Internet in accordance with its mission to provide information of all types in a wide range of formats. This Internet Policy affirms the principles of intellectual freedom, equity of access, and confidentiality of information about users and their use of library resources.

The Internet is a vast and unregulated information network. The Library does not monitor and has no control over information on the Internet. Not all the information is accurate, current, or complete. Users are encouraged to exercise critical judgement in evaluating accessed information. The Library cannot protect users from information and images that they may find offensive or disturbing. The Library assumes responsibility only for the information provided on its homepage.

Since the Library Internet terminals are located in public areas throughout the building that are shared by persons of all ages, backgrounds, and sensibilities, individuals are asked to consider this when accessing potentially controversial or disturbing information and images. The Library reserves the right to require individuals to discontinue the display of information and images that cause disruption. Users should not violate federal, New York, or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

Parents or legal guardians must assume responsibility for deciding which Library resources are appropriate for their children. Children who use the Internet unsupervised may be exposed to inappropriate and disturbing information and images. We encourage parents to learn about the Internet so that they can teach their children how to use technology properly and to make wise choices.

Library users are cautioned that the Internet is not a secure medium and all transactions, files, and communications are vulnerable to unauthorized access and therefore, should be considered public. The Library

will not release information on the use of electronic resources by members of the public except as required by law.

Wireless Access Policy

The Library will provide free Wi-Fi for users with laptops, tablets, phones, or other compatible devices. These access points will allow users to access the Internet from their device when within range of the router.

Library staff will provide general information on the settings necessary to access the Wi-Fi but are not responsible for any changes made to a user's device and cannot guarantee that a user's hardware will work with the library's wireless connection. If a user has problems accessing the Internet, staff may be able to assist. However, changes to the user's network settings cannot be made by staff and are the responsibility of the device owner.

The library's Wi-Fi connection is not secure. Any information being sent or received could potentially be intercepted by another user. The Library is not responsible for any personal information or data that may be compromised. The library is not responsible for any damage caused to your device including but not limited to electrical surges, security issues, viruses or malware, hacking or theft of your information

Wireless printing is available. Instructions can be found on our website, near the printer, or staff can assist you. Printing costs \$0.15 per page for black and white or \$0.50 per page for color.

Use of Wi-Fi is governed by the Lee-Whedon Memorial Library Internet Use Policy. All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Users should not violate federal, New York or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

Any restriction or monitoring of a minor's access to the library's wireless network is the sole responsibility of the parent or guardian.

Hotspot Policy

Hotspots can be borrowed by library patrons age 18 or older. Patrons must have a library card in good standing. Hotspots may be circulated for two weeks with no renewals. Hotspots will be deactivated and blacklisted if not returned in a timely fashion. Hotspots must be returned to the Medina circulation desk and not placed in the book drop. One hotspot may be borrowed per household. All associated items must be returned with the hotspot. Any restriction or monitoring of a minor's access to the internet and use of a hotspot is the sole responsibility of the parent or guardian. Failure to adhere to library policy may result in users being prevented from using this service again.

The library is not responsible for any damage caused to your device/equipment by using our hotspot devices. Damage includes but is not limited to electrical surges, security issues, viruses or malware, hacking or theft of your information. Use of our hotspots means you agree to our Internet Use and Wireless Access policies. Users should not violate federal, New York or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

Hotspot devices utilize the Verizon wireless network and will only work where Verizon coverage is available.

Microfilm Policy

The Library is not responsible for any damage to devices plugged into our computer or microfilm reader. Microfilm is accessible for free. Emailing scanned images from microfilm or saving images to a USB device do not cost anything. Prints made from the microfilm machine cost \$0.15 per page.

Staff are available for assistance with equipment.

Photocopier/Printer/Fax/Scan Policy

The library offers printing, copying, faxing, and scan to email services in accordance with our mission. All services are self-serve though staff are available for basic assistance. Users should not violate federal, New York or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or violating copyright law. Current prices are listed below.

- Faxes are \$1.00 per 1 sided page sent
 - Cover pages are also \$1.00
 - Received faxes are \$1.00 per page
 - Fax has a \$10 maximum charge (sent or received) up to 20 pages then starts over
- Printing/copying costs:
 - 15¢ b/w
 - 50¢ color
 - 25¢ color if 50+ copies

Library Telephone Policy

The Library does have a landline telephone which may be used to make local calls. Patrons will be charged \$0.25 to use the phone. Phone calls are not private and may be overheard by anyone in the vicinity. Users should not violate federal, New York or local laws, including the transmission or receiving of child pornography or harmful material or to commit fraud while using the library phone.

Specialized Equipment Loans Policy

The Library has a projector and screen that may be borrowed for up to 1 week at a time. Arrangements must be made ahead of time to ensure availability. Patrons are responsible for returning library equipment in the same condition it was received it. Users should not violate federal, New York or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or violating copyright law.

Disc Cleaning Policy

The Library does offer a disc cleaning service. The cost is \$3.00 per disc, payable in advance. Staff may not be available to clean on demand and may take up to 1 week to fulfill. A waiver form must be filled out and signed prior to cleaning, stating the library has no responsibility for damage caused to your discs by the machine. All current disc types may be cleaned by the machine including PS4, XBOX One, CD, DVD, and Blu-Ray.

Amended 7/2021

Amended 2/2014

Amended 10/2007

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