



Technology & Services Policy

Computers

- Children under 12 must be accompanied by an adult
 - Adult must stay with them at the computer
- Patrons can use computers for 120 minutes at a time
- Guest passes are only given to out of area visitors (do not reside in NIOGA)
- Library staff only provide general assistance
 - Sign up for computer help if tutorials are needed
- Patrons are not allowed to do anything illegal
- Patrons are not allowed to access porn while on library property
- Our computers can be remotely turned off if a patron violates our policies

Internet Use

- The Library provides free, unfiltered access to the internet
- The Library reserves the right to require individuals to discontinue the display of information and images that cause disruption.
 - Computers are located in public areas of the building shared by persons of all ages, backgrounds, and sensibilities. Users are asked to consider this when accessing potentially controversial or upsetting information and images.
- The Library is responsible only for the information it provides on its website and social media platforms.
- The Library cannot protect users from information or images that they may find offensive or disturbing.
- Users are encouraged to exercise critical judgement when evaluating information accessed on the internet. Not all information available online is accurate, current, or complete.
- Parents are responsible for deciding which resources are appropriate for their children.
 - The library is not responsible if children are exposed to inappropriate or disturbing information and images accessed on the internet.
- The Library will not release information on the use of electronic resources by members of the public unless required to do so by law.
- Patrons are not allowed to do anything illegal while using our internet access.
- The Library's internet access is not secure and the Library is not responsible for any compromised information or damaged equipment.
 - All transactions, files, personal data, and communications are vulnerable to unauthorized access and are the sole responsibility of the user.

Wireless Access Policy

- 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
- Provide free, unfiltered Internet access points for users with Wi-Fi capable devices.
- 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.
- The Library's Wi-Fi 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.
- Wireless printing is available.
- 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.

Microfilm Reader/Printer/Scanner

- Old machine prints at a cost of \$0.15 per page
- New machine scans to email or prints at a cost of \$0.15 per page
- Staff are available for detailed assistance

Photocopier/Printer/Fax

- Faxes are \$1.00 per 1 sided page sent and is self-service
 - Cover pages are also \$1.00
 - Received faxes are \$1.00 (single or double sided)
- Fax has a \$10 maximum charge (sent or received) up to 20 pages
- Photocopier is self-service
- Printing is self-service
- Wi-Fi printing is self-service
 - Cost is the same as regular printing unless they are using photo paper in which case they need to pay for the paper and printing
 - Not available for bulk copying
- Printing/copying costs:
 - 15¢ b/w
 - 50¢ color
 - 25¢ color if 100+ copies
- Staff are available for general assistance only

Library Telephone

- Patrons may be charged 25¢ to use the library phone for any reason
 - Local calls only

Specialized Equipment Loans

- The Library projector and screen must be approved by Director prior to borrowing
 - Equipment may be borrowed for 1 week at a time
- Other equipment may be available through NIOGA for loan

Disc Cleaning

- Cost is \$3.00, payable in advance
- Waiver form must be filled out and signed prior to cleaning
- We do not clean on demand, may take up to a 1 week