

Starr Library

COMPUTER USE AND INTERNET POLICY

Purpose

Starr Library is committed to providing access to information via computers and the internet and offers free access to any person, regardless of age or residency. Access to digital information is fundamental for supporting continuous lifelong learning and this policy is designed to ensure appropriate and responsible use of internet resources.

Any use of library computers, printers, wireless devices, internet connections, wireless networks, and other library electronic resources such as databases, website and online catalog (library “electronic resources”) is governed by this policy. By using library electronic resources, users are deemed to have agreed to this policy.

Security and Confidentiality of User Information

- Users are cautioned that library electronic resources may not be secure and that any information entered into, or sent or received by or through, library electronic resources could be intercepted or viewed by third parties and/or lost. Furthermore, because library electronic resources are typically used in public areas of the library, what is displayed on a screen or sent to a printer should not be assumed to be confidential.
- While the library does not actively monitor user activity, library staff reserve the right to intervene when policy violations are observed or reported, when illegal activity is suspected, or when use of electronic resources disrupts library operations or other users.

Information Accessed through the Library’s Electronic Resources

- The internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information, images and commentary from around the globe. Some information accessed through the internet may not be current, accurate or complete, and some material may be considered offensive or inappropriate. The library does not monitor, has no control over, and does not guarantee the accuracy or propriety of any information that a user may access through library electronic resources.
- Parents, guardians or other responsible caregivers of minor children are responsible at all times for the use of library electronic resources by such minors; monitoring and supervising such use; and determining and regulating what information and materials are appropriate for such minors to access via library electronic resources. The library does not monitor, supervise or regulate the use of library electronic resources by minors.

Acceptable Use of the Library’s Electronic Resources

- Users **may not** use library electronic resources for any activity or purpose in violation of applicable federal, state or local laws, including without limitation laws governing the

transmission and dissemination of information while accessing the internet, and intellectual property laws (such as copyright, trademark, or patent laws).

- Users **may not** use library electronic resources intentionally or recklessly to spread computer viruses, or other malware, or to make unauthorized entry into other computational, informational or communications services or resources.
- Users **may not** use library electronic resources to create, display or transmit threatening, harassing, defamatory, violent, obscene, abusive or other offensive language or images.
- Users **may not** invade the privacy of others.
- Users **may not** engage in any activity that prevents others from using library electronic resources in a responsible manner.
- Users may use library electronic resources for recreational activities including gaming, social media, and streaming video, provided such use does not interfere with others' ability to use library resources and services. During peak hours or when others are waiting, priority may be given to educational, research, or work-related activities.
- Users must be responsible for their behavior and for any damages that occur due to misuse. They must agree not to alter, even temporarily, the computer settings, configuration, condition or location of library electronic resources. Any vandalism, destructive behavior or illegal activities may result in police action as well as suspension of privileges. Parents will be held responsible for any damage done by their children.

Rules and Procedures Governing the Use of Library Electronic Resources

- Library electronic resources are available to users on a first-come, first-served basis.
- The library reserves the right to limit the amount of time an individual may use library electronic resources.
- Only library-provided software may be used on library devices. Software owned or supplied by others may not be installed or used on library devices.
- Users may not save their data on any library device and must supply their own storage medium (e.g. flash drive).
- Printing services are available for a fee. Users are responsible for all printing charges incurred during their session. Current printing fees are available at the circulation desk.
- The library is not responsible for any damage caused to the hardware or software of a user's own device as a result of electric surges, security breaches, viruses, hacking or other malfunctions or hazards.
- Users may not plug their electronic devices into a power outlet if it would cause an aisle, exit or another user's access to library materials to be blocked.
- Users are required to use earbuds or headphones or mute the sound function to avoid disturbing others.
- Food and beverages are not permitted near library electronic resources to prevent damage to equipment. Users must keep food and drinks in designated areas only.
- Users may use personal mobile hotspots or cellular data connections on their own devices. However, users may not attempt to bypass library network security measures or create unauthorized network access points using library equipment or connections.

- Computers located in the main reading room are primarily designated for adult use, and adults or teenagers completing school assignments will be given priority access to these workstations.
- Computers located in the children's room are reserved for children (ages 17 and under) and their accompanying parents or guardians only. Adults without children may not use computers in the children's room.
- Users requiring assistive technology or accessibility accommodations may receive priority access to appropriate workstations. Please speak with library staff about accommodation needs.
- Library staff may assist patrons with basic computer and internet use, as time and staffing permit. Patrons are advised to schedule appointments for more advanced or time-intensive assistance.

Enforcement of Policy

- Violations of this policy may result in warnings, temporary suspension, or permanent loss of library electronic resource privileges, depending on the severity and frequency of violations.
- Temporary suspensions may range from the remainder of the day to 30 days, at the discretion of library staff.
- Users who feel they have been unfairly restricted may appeal the decision by speaking with the Library Director or submitting a written appeal within 30 days of the restriction.

(Adapted from Greenwich Public Library, Hudson Area Association Library and PPLD)

Approved by Starr Library Board of Trustees on October 23, 2025