



## COMPUTER AND INTERNET POLICY

*The Middlesex Public Library is pleased to offer public access to the Internet as part of its mission to provide residents with a wide range of information and ideas. Access to all Internet materials, services and facilities will be provided to all users regardless of origin, background or views. The Library does not monitor and does not have control over the information on the Internet and cannot be held responsible for its content.*

*The Library provides Internet service to expand the information resources available to its users. Guidance and assistance from the Library's home page and by Library staff will be provided.*

*Please note that the Middlesex Library Code of Conduct contains additional policies that apply to computer use and access.*

- Users must have their library card or valid ID to use computers (Guest passes require valid ID)
- Internet access is available from opening until 30 minutes before closing.(Availability subject to periodic maintenance)
- Users are limited to two (2) 60-minute sessions per day
- Only one (1) person may use a computer at a time (see "exceptions")
- Remove all materials (papers, stationary, etc.) when session is finished
- Printed materials cost \$0.20/sheet

### ! YOU MUST PAY FOR ALL MATERIALS YOU SEND TO PRINTER !

**Printing Instructions:** Current pricing for black and white printed pages is \$0.20 per page. The Library does not have a color printer. In order to print, you must pay in advance at either the Reference Desk or the Circulation Desk. Only cash is accepted. Funds for printing will be added to either your Middlesex Library card, your Visitor Pass, or the library card used to log onto the computer.

**Unused Printer Funds:** No change/credit will be given on unused printer funds on Visitor Passes (as Visitor Passes are only valid for one 2-hour period before end of the issuing business day). Unused printer funds will stay on your Middlesex Library card until used.

**If you have any questions on Printing Procedures, please call the Reference Desk.**

### Users are expressly prohibited from the following:

- Violating laws, including but not limited to:
  - Viewing any Internet sites that fall under the child pornography sections of NJSA 2C:24-4A

- Violating software copyrights or licensing agreements
- Commercial enterprises, including but not limited to:
  - Unsolicited advertising
  - Sales of goods and/or services
  - Actions inconsistent with the Library's tax-exempt status
- Online gambling
- Playing games (see "exceptions")
- Using chat rooms
- Breaching the security of the Library's computers and/or network
- Breaching the security of any outside entity's computers and/or network
- Engaging in purposefully disruptive or harassing behavior

### **Internet Filters**

The Library is required to install and maintain content filters on all computers. Adult Users have the right to view any legally permissible content on the Internet. Due to the large age range of the Library's computer users, the filters have been configured in such a way that prevents access to certain sites that are legally permissible to adults but not to minors. An adult who wishes to view these sites may ask Library staff to remove the filters.

Filters in the children's room are configured to explicitly protect children from objectionable material and cannot be removed.

### **Internet Courtesy**

Please behave in a manner that shows respect for other people. Users are asked to respect the privacy of other computer users. This includes not representing oneself as another user, not modifying passwords, not attempting to gain access to someone else's data or search history, and not hovering over others using the computers.

### **Youth Internet Access**

The Internet offers a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, but also enables access to some material that may be inaccurate, offensive and/or illegal. We uphold and affirm the right and responsibility of parents to determine and monitor their children's use of all library materials and resources.

Children younger than 8 years old **must** be accompanied by a parent or guardian. Minors between the ages of 8 and 17 may access the Internet through the Library's network once a parent or legal guardian has signed a "Youth Internet Access Registration" form.

### **Violation of Regulations**

- The Library will terminate any session if the User is operating in violation of Library regulations
- The Library will report any violation of the law to the Police Department
- Violations may be reviewed by the Library's Board of Trustees who may take restrictive actions against Users who violate regulations

*Approved by Board of Trustees, July 2006*