

VALLEY COTTAGE LIBRARY

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • www.valleycottagelibrary.org



Electronic Resources / Internet Policy

The Valley Cottage Library (the “Library”) provides electronic resources and Internet access to meet the informational, educational, cultural, and recreational needs of its patrons. This policy outlines guidelines for access, use, and management of Library electronic resources to ensure equitable and responsible usage for all users.

The Library does not monitor and has no control over information accessed through the Internet and cannot be responsible for its content. As with other library related materials and databases, restriction of access is the responsibility of the user or, in the case of minors, the user's parents or legal guardian or caregiver.

Internet access is provided by the Library to the public without charge, as part of its policy to provide quality services and resources to meet all informational needs. The Library’s Internet connection can be accessed through the Library’s public access computers, via the Library’s free Wi-Fi network, and through devices that are available for loan through the Library.

The Library cannot guarantee the accuracy of any information on the Internet. The Library does not accept any responsibility for damages, direct or indirect, arising from the use of the Internet or other electronic services through the Library. All use of the Internet and/or the Library’s electronic resources is at the user’s own risk.

Public Accessibility

Any person, regardless of age or residency, may have free access to the electronic resources at the Library with the following stipulations and/or limitations:

- All users of the public access computers in the adult area must be 14 years or older. Users under 14 must be accompanied by a parent, legal guardian or caregiver. No more than two people at a time may sit at each computer.
- Users of the public access computers in the Children’s Room must be under 16 years of age. Users aged 16 or older may accompany the primary users who are under age 16. No more than two people at a time may sit at each computer.
- Public access computers in the Teen Room are reserved for users in the 6th through 12th grades.
- The Adult Express public access computer in the Children's room serves as a convenience for those caregivers visiting the Children's room with their child to use the Internet for a limited period of time. Its intent is to provide a convenience for a quick Internet search, not to engage in long term computer use.

- Only adults accompanying children under 16 years old are permitted to use the Adult Express computer in the Children's Room.
- Use of this computer must not interfere with the caregiver's ability to properly supervise the child(ren) in their care.
- Use is limited to one 15 minute session per visit to the Children's Room each day.
- Users may use personal devices to access electronic resources through the Library's Wi-Fi, subject to the Library's rules and security measures.
- Users of the Library's Wi-Fi network or public access computers must follow all rules established by the Library, including those which ensure equitable use of electronic resources. Users must respect time limits and closing times at each station.

Wireless Access

Wireless access is offered to provide convenient mobile access to Internet resources throughout the Library.

Patrons are responsible for setting up their own device and software to permit wireless access through the library's network. Library staff may provide general information for connecting your device to the wireless network, but will not troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration. Library staff members are not permitted to configure or to provide support to any laptop or wireless device including installation of software and hardware.

The Library does not guarantee that your device will work with the Library's wireless access points. The Library does not assume responsibility for the safety and integrity of personal equipment, laptop configurations or data files. The Library does not vouch for the security of any wireless communications, including over its network.

It is strongly advised that wireless communication not be used for the transmission of sensitive or personal information. All wireless access users are strongly advised to have up-to-date virus protection on their laptop computers or wireless devices. The Library will not be responsible for any information that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues, viruses, or hacking.

Unacceptable Use

Users are expected to use electronic resources responsibly and ethically, respecting intellectual property rights, licensing agreements, the privacy of others, and community standards of decency.

Unacceptable use of the Library's electronic resources includes, but is not limited to, the following:

- Using resources in any manner which violates federal or state laws or regulations or which violates the unacceptable use policy of the Library.
- Failing to respect the legal protection provided by copyright and license to programs and data.
- Intentionally developing or using programs to infiltrate a computer or computing system and/or damage or alter the software components of a local or remote computer or computing system.
- Downloading or installing programs on Library computers/devices which damage the

Library's assets or which have not been expressly authorized by the Library.

- Engaging in any activity that is harassing or defamatory.
- Using the resource for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation.
- Use of computers in the library may not be disruptive to the library environment.
- Using a Library access terminal, loaned device, or personal device in the public rooms of the library in a manner which displays graphic materials of an inappropriate nature such as pictures, signs, symbols, insignias or words including:
 - indications of a hate group which is communicating a message which incorporates violence or injury to others or any group dedicated to illegal discrimination;
 - sexually explicit materials, which exhibit private parts of the human anatomy (female breasts, male or female genitalia) in a lurid and prurient manner or which child pornography or other graphic materials, or language, which would violate the laws of the United States or the State of New York;
 - displays bodily functions or bodily injury or physical harm to humans or animals in a vulgar or gross manner;
 - other materials which, as displayed, violate generally accepted community standards.

In the event of a violation of acceptable use, the staff of the Library is authorized to take the following actions in a progressive manner:

1. A verbal warning;
2. A directive to leave the library for the remainder of the business day;
3. A suspension of library privileges for a period of up to six (6) months and up to one year for subsequent violations;
 - A patron(s) who is suspended shall have the right to appeal such suspension to the Board of Trustees of the Library and the Library Board will hear and consider such appeal or designate an hearing officer to hear such appeal and to report and make recommendations to the Board of Trustees of the Library for determination.
 - The rules of evidence shall not apply with regard to any such hearing and any individual who presents an appeal shall be limited to fifteen (15) minutes to present his or her arguments in support of their case and as part of the appeal process, may present written documentation in support of their appeal.
4. In the event the library patron(s) refuses to leave the library and continues to use a computer device in violation of the foregoing policy and in violation of any requests to discontinue and to leave the premises, the Police Department of the Town of Clarkstown shall be contacted and an appropriate charge of trespass shall be filed against the library patron(s) in accordance with the Penal Law of the State of New York.

Collection Development:

Electronic resources are selected based on relevance to community needs, quality of content, usability, and cost-effectiveness. The library strives to offer a diverse range of electronic resources to cater to the varied interests and informational needs of its patrons. Electronic resources are evaluated for currency, accuracy, and relevance. Feedback from patrons regarding the usefulness of resources is considered in decision-making.

Privacy and Security:

The Library is committed to protecting the privacy of patrons using electronic resources. Personal information collected is used only for library purposes and is not shared with third parties without consent, except as required by law.

The Library employs appropriate security measures to safeguard electronic resources and protect against unauthorized access or use. Nevertheless, all users assume the risk of use inherent in the use of public networks and the internet.

Training and Support:

The Library provides training and assistance to help patrons effectively utilize electronic resources, including guidance on searching, accessing, and evaluating information. Basic technical support is available to assist patrons with accessing and troubleshooting issues related to electronic resources.

Adopted: April 5, 2002
Revised: April 18, 2007
Revised: August 19, 2009
Revised: February 15, 2012
Revised: July 17, 2024