



Mattituck-Laurel  
**LIBRARY**

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631-298-4134  
[www.mattitucklaurellibrary.org](http://www.mattitucklaurellibrary.org)

## Computer & Internet Use Policy

To fulfill its mission of providing public access to current information of all types in a wide range of formats, the Mattituck-Laurel Library provides free access to the Internet. The library expects that this service will be used for legitimate educational, cultural, informational and recreational needs.

New York State Law makes it unlawful to display obscene materials or images. The library reserves the right to monitor all computer and internet activity; however, it will not share any information gathered except as required by law.

Not all internet sources provide accurate, complete or current information. Therefore, the Mattituck-Laurel Library cannot be held responsible for the content accessed on the Internet. Patrons are expected to abide by these generally accepted rules of computer etiquette.

### User Rules

1. Patrons and guests may use library computers for legal uses. Unacceptable use of library computers and the internet includes but is not limited to the following:
  - a. Using the Internet for illegal or criminal purposes.
  - b. Sending, receiving and displaying obscene images and material.
  - c. Using the Internet for harassing, stalking, libeling, slandering or spamming other users.
  - d. Attempting to bypass security, software and/or filtering.
  - e. Making any modifications to the operating system, hardware or software installed on any library computer.
  - f. Distributing unsolicited advertising.
  - g. Harassing other library or computer users or staff; accessing files, data or the passwords of others without authorization
  - h. Operating an on-going business.
  - i. Attempting to crash, or degrade the performance of or gain unauthorized access to computer systems and networks.
  - j. Using the internet for malicious purposes such as intentionally

propagating a virus.

- k. Violating copyright laws or software licensing agreements.
2. Public computers are available for use during regular library hours but they will shut down automatically five minutes before closing.
3. Individuals without a library card will be issued a Guest Pass. These passes are not intended for long term use. Patrons should apply for a Library card as soon as possible to avoid having their computer use limited.
4. Two users per computer is the maximum number permitted at one time unless special permission is granted by library staff.
5. Library staff provides basic assistance with use of digital resources and equipment. Please consult a librarian at the reference desk.
6. The library utilizes a pre-paid printing system which charges .10 per side for black and white prints and .25 per side for color prints.
7. Users should have no expectation of privacy for any materials residing on the library's workstations.
8. Computers require a USB drive to save information. All files or downloads are erased at the end of each session.
9. At the discretion of Library Staff, sessions may be terminated or computer privileges revoked for inappropriate use of service.
10. The library reserves the right to terminate an internet session at any time and deny further internet privileges as a result of misuse of internet access in the library.

### **Children's Internet Protection Act**

The United States Supreme Court has upheld the guidelines set forth in the Children's Internet Protection Act (CIPA) (Pub. L. 106-554); these guidelines must be followed by public libraries that wish to receive E-rate funding.

In order to comply with CIPA, the Mattituck-Laurel Library will subscribe to commercially available filtering hardware and software for its public computers. Websites will be filtered if they are in conflict with CIPA guidelines. The Library Director, working with the Board of Trustees and the library staff, is free to further customize the filtering software to reflect the needs of the Mattituck-Laurel Library.

Parents and guardians of minor children must assume responsibility for their children's use of the internet through library computers, laptops or tablets.

Adopted 08/2002, Revised 12/2015, Reviewed 11/13/2023