Technology Use Policy

**Adopted by the Board June 21, 1999;
updated August 3, 2005, April 19, 2010, and October 19, 2016;
revised June 18, 2024**

The Apalachin Library is committed to ensuring public access to information through technology by providing in-house equipment, services, and loanable devices. To protect technology users, patrons, library staff, equipment, and resources, failure to observe this policy may result in the suspension of technology privileges and/or the loss of library privileges.

Technology Equipment

The Apalachin Library provides public access computers and high-speed Internet through Wi-Fi. Use of public computers does not require a library card, but all users must sign in and out at the Circulation Desk. The sign-in sheet contains verbiage which serves as an acknowledgement that users understand and agree to the rules of this policy.

Computers are available on a first come, first served basis for self-guided usage and may not be reserved. The Library's computer systems are not private, the Internet is unfiltered, and the Wi-Fi is not secure. User's assume the risks associated with public use computers.

Technology Services

Copying, printing, and faxing is available at the Library for a fee. The fees listed below are subject to change without notice.

Copying - $0.25/page (20-page maximum)
Printing - $0.25/page (20-page maximum)
Faxing - $2 for first page and $1 for each additional page

Technology Devices for Loan

The Library has loanable HotSpots, TotSpots, and SilverSpots. These devices may be checked out for in-home use once per month based on availability for a one-week loan period. A HotSpot allows patrons to connect their laptop, tablet, and other Wi-Fi enabled devices to the Internet. A TotSpot is a tablet specifically designed for children with built-in Internet access and parental controls. A SilverSpot is a tablet specifically designed for adults with built-in Internet access.

Additional information on these devices and guidelines for use can be found on the Apalachin Library's *Loanable Devices Agreement and Guidelines for Borrowing and Use*.

Rules for Technology Use

- Users must comply with all applicable federal, state, and local laws, including laws governing the transmission and dissemination of information while accessing the Internet, and with all Library policies and procedures.

- Users must assume all associated risks and agree to hold harmless the Library and its employees for any personal data or information (e.g. credit card) that is compromised or for any damage caused to users' hardware or software due to electric surges, security issues, or consequences caused by viruses or hacking. The Library will not be responsible for any damages suffered, including the corruption or loss of data, resulting from user error, computer error, equipment malfunction, or service interruptions.

- Parents and caregivers must determine and monitor their children's use of Library resources including their access to Internet resources. The Library cannot guarantee that

unsupervised children will not have access to resources parents and caregivers might find objectionable.

- Systems or equipment may not be used in any manner that intentionally disrupts, disables, or destroys data, records, files, networks, computers, equipment, or other systems belonging to the Library or other individuals or organizations.

- Users may not save documents or files on public computers nor install or modify software on Library equipment.

- Computers and network services may not be used for illegal activities including harassment of others.

- Images of child pornography, or those which are sexually explicit, obscene, or harmful to minors may neither be displayed or printed, and are expressly prohibited under New York State Penal Law §235.00-235.24.

- Use headphones must be employed when using audio.

- Food and drinks are not permitted near the computers.

- Time limits of one hour may be enforced when other patrons are waiting to use a computer.