

Ringwood Public Library
Computer Use and Patron Behavior Policies

XV. Internet Access Policy

The Ringwood Public Library offers its patrons both filtered and unfiltered access to the Internet from a workstation in the Library.

The Library does not monitor and has no control over the information found through the Internet and is not responsible for its content, timeliness, or accuracy.

All Internet resources available in the Library are provided to each patron wishing to access the Internet, subject to assigned filtering levels based on a patron's age (child or adult). The Library may set time limits so that all patrons seeking access will have an appropriate opportunity. The Library reserves the right to end an Internet session when time limits are exceeded. The Library also reserves the right to require individuals to discontinue the display of information and images that cause a disruption in public areas by moving to a less public computer – e.g. pornographic or violent images.

In offering global computer network access, the Library has no local control over access points, which change rapidly and often unpredictably. The Library also has no control over the millions of Internet users and the subject matter added daily to the Internet, and indeed, cannot have complete knowledge of what is on the Internet. The Internet is not controlled by any single authority. As with other Library resources, providing access to electronic information does not imply sponsorship nor endorsement by the Library. It is, therefore, left to each user to choose what is individually appropriate and for parents to assume responsibility for their children's use of the Internet through the Library's connection. Because parents or guardians may feel that information available through the Internet is not suitable for viewing by children in their care, supervision is advised.

Users of the Library's computers must comply with federal and state laws, Library rules and policies, and the terms of applicable contracts including software licenses. Examples of applicable laws, rules and policies include the laws of libel, privacy, copyright, trademark, obscenity and child pornography, computer fraud and abuse ("hacking" and other unlawful activities.)

Normally, the Library staff will not monitor or supervise Internet access, other than for length of use. However, if Internet searching results in disruption of Library services, or if patron behavior when using Internet resources becomes inappropriate for a library setting, the Library reserves the right to end the patron's session.

The Library shall have no liability for direct, indirect or consequential damages related to the use of information accessed on the internet from Library equipment. Internet users are reminded that

not all sources on the internet provide accurate, complete or current information and that **public library workstations are not private or secure.**

XXIII. Public Computers Policy

All of our computers are on the PALS Plus network, shared by 18 libraries. This network runs all of our operations and services. In order to protect the network from corruption, certain restrictions are required.

No installations of any kind are allowed because they are the source of most corruption and viruses. If you try to download something or run a CD or DVD that requires an installation to the computer, it will not work. You may not even be aware that what you are trying to access requires an accompanying installation.

This policy is not a reflection on the integrity of our library patrons in any way. The computer user can be totally unaware of the corruption that is attached to their download or installation.

You can access read-only files on CD, DVD, floppy or flash drives.

You can access most internet sites (depending on your chosen filter level).

You can save data to a floppy, CD, DVD, or flash drive, depending on the equipment provided on the computer you are using. No data can be saved to the computer's hard drive or desk top.

Our computers are frequently updated and maintained. Anything that was inadvertently saved will be deleted during this process.

We also provide free access to Cablevision's wireless network for patrons with their own laptops. There are no restrictions. If you want to print from your laptop you must copy the document to a floppy, CD or flash drive and then access it on a library computer, as long as the library computer has the required software to open the document.

We appreciate your understanding as we continually review and revise our technology to keep up with the ever-changing computer world.

XXIV. Ringwood Public Library Rules & Regulations for Public Behavior

Patron Policy

The Library Patron Policy outlines the acceptable and unacceptable behavior in the library. Any patron not abiding by these or other rules may be required to leave the library premises. The patron policy is posted around the building and reads as follows:

To allow all patrons of the Ringwood Public Library to use its facilities to the fullest extent during regularly scheduled hours, the Library Board of Trustees has adopted the following rules and regulations:

PATRONS SHALL:

- **Engage in activities associated with the use of a public library.**
Patrons not reading, studying or using library materials may be required to leave the building.
- **Respect the rights of other patrons.**
Patrons shall not harass or annoy others through noisy or boisterous activities, by staring at another person with the intent to annoy that person, by following another person about the building with the intent to annoy that person, by playing audio equipment so that others can hear it, by singing or talking loudly to others or in monologues, or by behaving in a manner which can be reasonably expected to disturb others.

PATRONS SHALL NOT:

- **Consume food or beverages, smoke or use tobacco or tobacco products.**
- **Be under the influence of alcohol or drugs.**
- **Engage in any illegal activity in the library building.**
- **Interfere with the use of the library by other patrons, or interfere with library employees' performance of their duties.**
- **Deface or mar library materials.**
Books, magazines, newspapers, recordings or other items of the library collection, nor shall they deface, mar or in any way destroy or damage library furnishings, walls, machines, or other library property.
- **Enter the building without shirt or shoes.**
Patrons must wear a covering of their upper bodies and shoes or other footwear. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be required to leave the building.
- **Bring pets or animals into the library other than guide dogs for the visually impaired.**

Each patron shall be responsible for any fines, fees or other charges due in accordance with the library's standard schedules. Failure to pay these fines will result in suspension of borrowing privileges.

Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as interlibrary loan.

Any patron not abiding by these or other rules and regulations of the library may be required to leave the library premises. Library employees may contact the Ringwood Police if deemed advisable.

Any patron who violates these rules and regulations may be denied the privilege of access to the library by the Library's Board of Trustees, on the recommendation of the Library Director. A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees.

APPENDIX E
***Infraction Schedule for Violators of
Rules & Regulations for Public Behavior Policy***

Patrons whose behavior violates Library rules and regulations, including but not limited to those outlined in Policy XXIV (Rules & Regulations of Public Behavior) and in the Policy XV (Internet Access), shall be subject to the following penalties:

1st Offense – The violator will be asked to stop such actions. If they do not stop, they will be required to leave the Library for the remainder of the day.

For repeat offenses on subsequent days, they will be required to leave the Library as follows:

2nd Offense – Suspension for 3 days.

3rd Offense – Suspension for 1 week.

4th and Subsequent Offenses – On a case by case basis, because of the serious or repeated nature of the offense, the Library Board may extend the loss of library privileges for 30 days or more.

A record of all offenses shall be maintained by the Library Director and at the circulation desk.

The Ringwood Police shall be called in the case of illegal activity or when the safety of staff or patrons is concerned.

XXVII – Unattended Children Policy

The Ringwood Public Library welcomes and encourages children to visit the Library, attend programs, and use the Library collection and computers. Library staff is available to assist and support children in using the Library. However, Library staff is not responsible for children who are left unattended on Library premises.

Supervision: Children under the age of 10 should be attended and directly supervised by a parent, guardian, caregiver, and/or teacher. Library staff cannot provide child care, be placed in the position of supervising unattended children, or assume responsibility for the safety of children. Exceptions occur when a library program requires children to attend on their own. In those cases parents, guardians, caregivers or teachers must remain in the building. Parents,

guardians, caregivers, and/or teachers are solely responsible for the safety and behavior of their children.

Behavior: Like all Library users, children, both attended and unattended, are expected to behave appropriately and abide by the Library's Rules and Regulations for Public Behavior. Disruptive children who violate these Rules and Regulations will be asked to leave the Library premises.

Closing time: Parents, guardians, caregivers, and/or teachers are solely responsible for ensuring that children have transportation home once the Library closes. Library staff members are not permitted to drive or transport children home using a personal vehicle. If there are any unattended children left in the library at closing time without transportation, staff will attempt to contact the parent or guardian. If the parent or guardian cannot be reached, the matter will be referred to the Ringwood Police Department. Two staff members are required to stay with children until they are picked up, either by the parents or the police.