

Internet and Computer Use Policies

Computer Guidelines

Clark Public Library makes the Internet available as an informational and educational resource in support of our role as the community's information and lifelong learning center. In addition to the PC workstations provided for public use, library patrons may use their own devices to access the library's wifi. The Library also provides laptops to check out for use in the Library; patrons must have a Clark Library card, and a valid ID must be left at the circulation desk in order to check out the laptop.

Computer Access

Internet Use Agreement

All library patrons are expected to use the Internet in a responsible and courteous manner, consistent with the purposes for which it is provided, and to follow all rules, regulations and procedures established for its use. This service may be used to access any resource, engage in any communication, or conduct any activity available on the Internet provided such activity can be done with standard web browsers, with the following exceptions:

- By clicking continue on our computer screens you are agreeing to abide by the policies approved by the Board of Trustees of the Clark Public Library.
- Users may not send, receive, or display text or graphics that may reasonably be construed as inappropriate to the patrons and/ or staff of the Clark Public Library.
- Users may not use this resource for any illegal purpose.
- Users may not in any way alter, reconfigure, or damage the public access stations of the Clark Public Library.
- Users may not modify or gain access to files, passwords, or data belonging to others by seeking unauthorized access to any computer system or damaging or altering software components of any network, host server or database.

In order to prevent viruses and protect the integrity of the workstations, users must also agree to the following:

- Do not install software of any kind.
- Do not download any plug-ins.
- Do not save files to the hard drive. Files are erased each time the computer is rebooted.

Wireless Users

The Clark Public Library is a wireless "hot spot". When you turn your laptop on, the Library's network (Clark Library) should be detected immediately. Your laptop should then connect to the network automatically. *As with most public wireless networks, information being sent or received over the Library's wireless network could potentially be intercepted by another wireless user. The Clark Library network is an unsecured network, and users should not transfer credit card information, passwords and/or any other sensitive personal information while using any wireless network.* The Library assumes no responsibility for unattended items or devices. The Library will provide general instructions for connecting to the wifi network, but will not provide technical assistance or troubleshooting on the user's own computer.

Internet Access for Minors

The library provides information in print, digital, and other formats. Terminals located in the Children's area are reserved for use by children in grade 6 and below, adults supervising children, and preschool age children. Parents or guardians are responsible for information selected and/or accessed by their children via the Internet. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children, and to monitor their children's use of the Internet.

The library offers content filters on public workstations in the Youth Services Department. However, parents and caregivers should be aware that filters cannot block all personally objectionable content and images. Filters do not take the place of parental supervision and responsible Internet use.

Printing

Please make use of the "Print Preview" screen before sending a print job to the printer. You are responsible for all of the pages printed while you are logged on. It is your responsibility to know what you are printing out. If you are unsure of how to use the "Print Preview" screen, please ask a librarian. Some websites offer a "Printable View" version of their pages that should be utilized whenever it is available. Please ask if you are unsure of how to use this feature. For current pricing information, please ask a member of our staff.

More information on our Public Access Computers

- The library reserves the right to terminate an internet session that disrupts library services or that involves user behavior that violates the Library's policies.
- The Library provides PCs for public use. PC reservation software, Envisionware, allows users to log on to the libraries computers using their library card number. Individuals without library cards may request a visitor pass that allows them to use the library's computers.
- Library computers designated for public access will be available on a first-come, first-served basis. Library staff is available for general assistance with the use of the computers and searching on the Internet.
- Library staff is not available to type documents or assist with online commerce (online shopping or credit card information). Library staff cannot fill in applications for non-library services and Library staff cannot type in passwords for any type of account due to privacy concerns.
- The Library, having installed and enforced the operation of filtering software on computers in the Children's Department, will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users.
- Earphones must be used for sound.
- We recommend using a USB memory drive to save your work. Terminals have USB ports for this purpose.
- Users may not alter or attempt to alter the setup of library computers.
- Users may not save their data on the hard drives of library computers. Users must supply their own formatted data disks or flash drives.
- Users are asked to respect the privacy of other computer users.
- The Library is not responsible for any damage done to computer users' disks, data, hardware or software by any virus which may have been contacted on or through library equipment.
- The Library is not responsible for any damage done to computer users' disks, data, hardware or software as a result of the malfunctioning of library hardware or software.
- Misuse of library computers may result in the suspension or loss of the privilege to use them.
- The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's Internet service.
- The Library assumes no responsibility for the safety of equipment. Users must keep their equipment with them at all times and may only use electrical outlets in public areas.
- The Library assumes no responsibility for laptop configurations, security or changes to data files resulting from connection to the Library's network.
- Users assume all associated risks and agree to hold harmless the Clark Library and its employees for any personal information that is compromised, or for any damage caused to the user's hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.
- While the Library strives to provide access to information of the highest quality, the Library specifically disclaims any warrant as to the information accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose.

USES THAT VIOLATE THE LAW OR ENCOURAGE OTHERS TO VIOLATE THE LAW. Transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; downloading or transmitting confidential, trade secret information or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.

USES THAT CAUSE HARM TO OTHERS OR DAMAGE TO THEIR PROPERTY. Engaging in defamation (harming another's reputation by lies); uploading a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

USES THAT JEOPARDIZE THE SECURITY OF ACCESS OF THE COMPUTER NETWORK OR OTHER NETWORKS ON THE INTERNET. Disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.

USES THAT COMPROMISE THE SAFETY AND SECURITY OF MINORS WHEN USING EMAIL, CHAT ROOMS AND OTHER FORMS OF DIRECT ELECTRONIC COMMUNICATIONS. Minors under age 17: Giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has "met" on the computer network or Internet without a parent's permission.

USES THAT VIOLATE CONFIDENTIALITY OF INFORMATION. The New Jersey Confidentiality of Library Records Law (NJSA 18A:73-43.2) prohibits unauthorized disclosure, use, or dissemination of personal information regarding Library users, including minors. Personally identifiable information about users may not be disclosed or used in any way, except to law enforcement authorities as provided in the law. Users should be aware, however, that due to the technical difficulties in providing absolute security, transactions and files may become public.