

Lakeview Public Library

1120 Woodfield Road
Rockville Centre, NY 11570
Phone: 516-536-3071 ~ Fax: 516-536-6260

Computer Usage Policy

Time Limits:

- Patrons must sign in at the circulation desk prior to using the Internet stations. Internet Stations are available on a first come first served basis. In person reservation are accepted on the day of use only. Appointments will be held for fifteen minutes, after which the time slot will be made available to anyone wishing to use the remaining time.
- Minors must register in advance to use computers. Sessions will be limited to not more than one hour per day. Additional time will be permitted if there are no prior registrations. In addition to the foregoing, minors must submit for filing with the Library all required consent forms and identifying information.
- All computers will automatically shut down 10 minutes prior to Library closing.

Downloading:

- Patrons may download to a preformatted floppy disk or jump/flash drive only. Downloading to the C: drive is restricted.
- Jump /flash drives are available for a fee of \$8.00. Floppy disks have been phased out for purchase at the Library.
- The Library is not responsible for any loss or damage to personal computer accessories, i.e., laptops, jump drives, CDs, etc.

Printing:

- Printers are available for patron use.
- The Library provides paper for printing. Patrons using personal paper will pay the same as other patrons due to the cost of toner.
- The fee is ten cents (10¢) per printed page payable before pick up at the circulation desk. You are responsible for payment of all printed pages during your session. The SAM software application only allows one fee for printing. It cannot separate the five cents (5¢) printing fee for seniors.

Chat Rooms:

- The Library strongly recommends that children under 18 not use chat, however, the library cannot monitor this use.
- It is the parent's responsibility to supervise what their children access on the Internet.

Email:

The Library does not offer electronic mail accounts. Patrons may access their e-mail if they know the address of their private accounts.

Ethical Use:

- Computers may only be used for legal purposes. Each individual patron is responsible for following all Federal, State and local laws regarding use of computers.
- Unacceptable uses include, but are not limited to:
 - Harassment of other users;
 - Libel and slander of other users;
 - Destruction and/ or damage to equipment, software, or data belonging to the Library or other users;
 - Spamming;
 - Disruption or unauthorized monitoring of electronic communications;
 - Unauthorized copying of copyright-protected material;
 - Accessing pornographic and other unauthorized web sites.
- Users are expressly prohibited to use any Library equipment to access material that is obscene, child pornography, and/or "harmful to minors" (consistent with any applicable federal, state or local law.)
- While the Library's role includes the provision of information that supports local businesses and commercial ventures, the Library may not be utilized as a significant base for commercial establishment of specific permanent vendors.

Adopted by the Board of Trustees
February 11, 2004

Amended by the Board of Trustees
November 10, 2004