

Monroe Township Public Library Technology Policy

The Monroe Township Public Library provides an array of Technology including but not limited to Public Computers and Wireless Internet (Wi-Fi).

Computers are available on a first come, first served basis. Time permitting, staff will try to answer specific questions about the Internet and offer suggestions for effective searching. Computer users are reminded that the Library's computers are in public areas that are shared with people of all ages, backgrounds, and beliefs. Individuals are expected to consider this diversity and respect the rights of others when accessing potentially offensive information. The Library recommends using appropriate end-to-end encryption when transmitting personal information such as any credit card numbers, passwords, personally identifying information or any other sensitive information when using the Library's computers or wireless network. Use of the Monroe Township Library's wireless network and its electronic devices are each at the risk of the user. The Library disclaims all liability for loss of confidential information or damages.

Printing material is encouraged so long as it does not violate Copyright Laws. Prices for printing are nominal and subject to change at full discretion of the Monroe Township Public Library. Patrons are recommended to inquire about pricing prior to payment. No refunds are offered for any reason. Remote and wireless printing is also available and is subject to the same rules and pricing as printing from a library computer.

The **Internet** is a resource tool offered free by the Library and is to be used for educational, informational, recreational, and legal business purposes only. Users must be aware that not all information found on the Internet is accurate, current, or complete. The Library does not monitor and has no control over the information on the Internet and cannot be held responsible for its content. The user must accept responsibility for determining the appropriateness of the resources they elect to access.

**The Library's Mobile Hotspot Lending Program follows the WiFi to Go Policy.*

REGULATIONS

1) *Eligibility*

- a) Computer users must have a Monroe Township Public Library card or STELLA Consortium member library card in good standing. Non-residents ages 14 and over may procure a Computer Guest Pass by presenting a valid photo ID at the Reference or Welcome Desks. (*See '**Technology and Minors**' for more information.)
- b) All users must read and accept the *Technology Use Agreement* form, which is a legally binding document wherein the patron accepts and agrees to abide by this policy and the rules it entails.

2) *Usage*

- a) Speakers and sound must remain turned off on all computers. Headphones are allowed for users requiring audio.

- b) Users must not alter or attempt to alter the setup or configuration of Library computers, including software and peripherals.
- c) Users may save data to a USB flash drive; however, programs and data may not be stored or saved on the hard drives of the Library's computers.
- d) Users agree to abide by all local, state and federal laws.

3) *Internet*

- a) No person shall use a Library Internet computer in a way that disturbs or interferes with patrons, visitors, staff, or the operations of the library.
- b) The User shall assume full responsibility for any charges incurred while using a fee-based service.

4) *Wireless Network (Wi-Fi)*

- a) Wireless users agree to abide by the Monroe Township Public Library Technology Policy which prohibits illegal activity while using the library's internet service.
- b) The Library is not responsible for any hardware or software issues that may arise while connected to the wireless network or while attempting to connect/disconnect to the network.

5) *Printing*

- a) The cost of all printed pages is the responsibility of the patron.
- b) The Library shall post the cost of printing. Payment can be made at the print release stations or online for remote/wireless printing.
- c) No refunds are offered for any reason.

6) *Liability*

- a) The Library is not responsible for any damage done to a user's storage device and/or data due to computer viruses or malfunctions of Library hardware or software.
- b) Inappropriate use of the computer, violation of another user's privacy, and/or disruptive activities and behavior will result in a suspension or loss of this privilege.
- c) Engaging in illegal and/or obscene activity as defined by New Jersey Statutes (Annotated) 2C:34-2, 2C:34-3, and 2C:34-4 (Public communication of obscenity as defined by displaying, sending and receiving of print text, images or graphics of materials that are deliberately offensive or create an intimidating or hostile environment for library patrons, visitors, or staff) will result in a suspension or loss of the privilege to use the Library's computers, printing or wireless network.
- d) Use of the Monroe Township Public Library's wireless network and its electronic devices are each at the risk of the user. The Library disclaims all liability for loss of confidential information or damages. It is not recommended for users to enter sensitive, personal or financial information because privacy cannot be guaranteed on the public computers or the wireless network.

7) *Technology and Minors*

- a) Children age 8 or younger must be directly supervised by a parent or guardian while using a public computer.
- b) Visiting children of any age must be accompanied by an adult cardholder when using the public computers.
- c) Parents or guardians, not the Library staff, are fully responsible for the Internet information selected and/or accessed by their children.

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