



**COMPUTER AND INTERNET USE POLICY**  
**Policy# ESCML.104.ADM**  
**Revision Approved: 05.20.2026**

**1. Purpose/Summary**

To fulfill our mission, the Emma S. Clark Memorial Library (the "Library") provides access to a broad range of information resources, including those available through the internet. The internet offers access to many valuable local, national and international sources of information. However, not all sources on the internet provide accurate, complete, or current information. A good information consumer evaluates the validity of information found, as with other library materials.

**2. Definitions**

- **Patron Confidential Information** means any information relating to a patron's identity, library use, circulation records, program participation, or research inquiries, protected under New York Civil Practice Law and Rules (CPLR) §4509 and other applicable law.
- **Personally Identifiable Information (PII)** means information that can be used to identify, contact, or locate an individual, as defined under NYS Labor Law §203-d and other applicable law

**3. Scope or Use**

This policy applies to all users of Library internet access computers and to any device, including personally owned devices, that accesses or utilizes the Library's internet or network infrastructure.

**4. Patron Privacy**

The Library is committed to protecting Patron Confidential information and Personally Identifiable Information.

**5. Third-Party Services and Patron Privacy**

The Library may, in its discretion, provide access to a variety of digital services and apps through partnerships with third-party vendors.

From time to time, the Library may, in its discretion, promote or host sign-ups for volunteer opportunities, programs, or services offered by outside organizations, including but not limited to government agencies, nonprofit entities, community groups, and other third parties. Participation in such opportunities is entirely voluntary.



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If the Library provides an online or in-person registration mechanism for such a program, the Library may collect limited personal information, such as names and contact information, solely for the purpose of transmitting that information to the third-party vendor. In such case, the Library will clearly identify the third-party vendor in the event description or registration form. By submitting registration information, the patron expressly consents to disclosure for that limited purpose.

While the Library works with reputable providers who support the mission and values of public libraries, patrons should be aware of the following:

- When accessing third-party services, you may be required to create an account, log in with a library card, or provide personal information such as your name, email address, or device data.
- These services are governed by their own privacy policies and terms of use, which may differ from those of the Library. The Library does not control how these services collect, use, or share your data. Patrons are encouraged to review the privacy practices of any applicable service before submitting personal information. We strongly encourage patrons to review and understand the privacy policies of any external service or app they choose to use.
- The Library limits the information shared with third-party vendors to only what is necessary to provide access to the requested service. By using these services, patrons acknowledge that their data may be subject to different privacy practices.

## **6. Acceptable Use**

Use of Library computers and any device, including personally owned devices, that accesses or utilizes the Library's internet or network infrastructure must comply with all applicable federal, state, and local laws, as well as Library policies.

As with other library materials, parents or legal guardians are responsible for their minor child's use of the internet. Parents / guardians should let their children know if there are materials which they do not want them to use and should supervise their child's internet sessions. The Internet may contain materials of a controversial nature. The Library assumes no responsibility for the use of the internet by a minor. Library computers are equipped with filtering software in compliance with *The Children's Internet Protection Act* (CIPA). The Library assumes no responsibility for the content of external sites on the internet; library patrons view them at their own risk.

Under federal law, it is a crime to distribute or exhibit material that is "harmful" to minors, or to recklessly display such material in the presence of minors who may be offended or alarmed by it. Patrons are strictly prohibited from using the Library's internet or computer systems for any illegal activity, including accessing obscene or illegal content.



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Users are prohibited from engaging in inappropriate network/internet usage and must comply with all applicable State and Federal laws, including U.S. Copyright regulations.

Users may not use Library equipment or Library internet connections to harass, disrupt, embarrass, or otherwise harm other users, Library staff, or the public. Users may not display, print, transmit, or distribute threatening material; expressions of bigotry, racism, or hate; obscene or sexually explicit material; or material protected by trade secret. Users must respect the privacy of other patrons using public access workstations.

Prohibited uses include, but are not limited to:

- Damaging Library computer equipment or software
- "Hacking" or attempting unauthorized access to the Library or other networks
- Attempting to interfere with or disrupt other users
- Evading or bypassing security measures
- Invading the privacy of other users (including use of tracking software or equipment)
- Displaying sexually explicit images on screens or in printed materials in public areas
- Violating copyright laws
- Registering multiple logon IDs, sharing logon credentials, or using another user's ID
- Violating software license agreements
- Sending harassing, threatening, or libelous messages or materials
- Accessing peer-to-peer (P2P), torrent, or other unauthorized file-sharing sites
- Accessing files or devices of others without their permission
- Deliberately disrupting, disabling, impairing, or otherwise harming the Library's networks or systems or those of any other individual or entity

Users are responsible for any charges incurred if they enter a fee-based service.

## **7. Disclaimer of Responsibility**

The Library is not responsible for the accuracy, completeness, or currency of content accessed through the internet. Content accessed through Library-provided links, including secondary links from Library homepages, is not monitored or endorsed by the Library. The Library does not monitor, and has no control over, information accessed through the internet and cannot be held responsible for its content.



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Access, use, or dissemination of information via the internet is the responsibility of the user. For minors, it is the responsibility of the parent and/or guardian.

## **8. Administration of Technology Resources**

Library Administration reserves the right to:

- Set limits on the number or length of internet sessions on Library-owned computers and networks
- Set rules regarding "guest access" to the internet
- Disable or otherwise modify any technology protection measures, as carried out by Library Administration or designated representatives

## **9. Staff Assistance**

Computer literacy is essential when using the Internet. Library staff may assist individuals using the Internet; however, staff cannot complete a user's research project on their behalf or enter any personally identifiable information or data. The level of assistance provided is entirely within the discretion of Library staff.

## **10. Enforcement and Consequences**

Failure to comply with Library rules and policies may result in the suspension or loss of computer and Library privileges, and may be reported to law enforcement authorities if warranted.

## **11. Policy Changes and Agreement**

All users, by virtue of their use of Library internet access, whether through public computers or Library-provided wireless connection, agree to this Computer and Internet Use Policy and all applicable Library policies referenced herein. The Board of Trustees of the Library reserves the right to change this policy at any time. Patrons are advised to check with Library staff or on the Library website periodically for any changes. Continued use of the Library's computers and network resources constitutes acceptance of such changes.

## **References:**

17 U.S.C. § 101 et seq.  
47 U.S.C. § 223(d)  
New York CPLR §4509  
New York Labor Law §203-d  
Artificial Intelligence (AI) Governance and Use Policy  
Computer and Internet Use Policy  
Confidentiality of Library Records Policy  
Library Behavior Policy