

INTERNET AND COMPUTER USE POLICY

The Newark Public Library welcomes all patrons to use its public desktop computers. A current, valid OWWL library card in good standing is required to borrow material requiring a Technology User Agreement. Additionally, minors under the age of 14 are required to have the signature of a parent/guardian with a valid OWWL card in good standing in order to borrow any material requiring a Technology User Agreement. Any patron with a valid OWWL card owing a balance of less than \$5 is considered to be in good standing. Patrons are not permitted to log in to library computers using library cards belonging to others. All desktop computer use will be limited to 1 hour with the possibility of extensions contingent on library demand.

1. Guest Passes

Out-of-town visitors are welcome to use the desktop computers and can check out a computer using a guest pass.

Patrons who do not have an OWWL library card can be issued a one-day guest pass. If you plan on using the desktop computers frequently, please get a free OWWL card.

Patrons who forget their library card can show a valid photo ID can be issued a guest pass.

2. Children and Computers

The use of the computers by children and young adults is the responsibility of the parent, legal guardian or caregiver. It is their responsibility to provide the necessary supervision to ensure that the children's use of the computer is done in an appropriate and safe manner, including the proper use of the computer hardware, and using the Internet appropriately. The library staff cannot act as a censor or substitute parent for children or young adults. Minors under the age of 18 are not permitted to use the desktop computers in the Adult Area.

3. Laptop Use

Laptop and/or Chromebook use is limited to 2-hours **within** the Newark Public Library building. Library patrons must have their library card with them to borrow a Newark Public Library laptop or Chromebook. All patrons wishing to borrow a laptop must have a signed technology use agreement on file at the library. Children 14 and under must have a parent or legal guardian sign the technology agreement. Devices removed from the Newark Library building will be assumed lost and the borrower will be charged the full replacement cost of the item.

4. Children and Teen Area Computers

Computers in the Teen and Children's areas of the library are for the use of patrons age 18 and younger only. There may be exceptions at staff discretion.

5. Adult Area Computers

Computers in the upstairs adult section of the library are for the use of patrons age 18 and over only. There may be exceptions at staff discretion.

6. Inappropriate Use

Sessions may be terminated at the discretion of the library staff or computer privileges revoked for inappropriate use of services. Inappropriate use includes, but is not limited to: viewing material that is offensive to other library users, use of equipment in such a way as to damage it, loud or disruptive behavior, or attempting to alter the system settings or configurations.

7. Wireless Access

The Library provides wireless Internet (WIFI) access as a free public service. Users of the Library's WIFI must comply with all guidelines in the Library's Computer Use Policy, as well as with any procedures developed by Library staff.

Users are responsible for setting up their equipment to access Newark Public Library's WIFI network. Library staff can only provide limited technical assistance and neither the Library nor the staff will assume any responsibility for personal hardware configurations, security or changes to data files resulting from connection to the Library's WIFI network.

Patrons should be aware that, as with other public WIFI networks, the library's WIFI is not secure. Any information transmitted may potentially be intercepted by another computer user.

8. Personal Device Use in the Library

The Newark Public Library respects users' rights to reliably and confidentially access content but also has a duty to ensure that its shared community space is free of behavior that demeans, intimidates, or discriminates against patrons, other visitors, and employees.

Therefore, to ensure compliance with local, state, and federal civil rights laws, anyone using or displaying library resources in a manner that creates an atmosphere that could harass, sexually harass, or discriminate against others may be asked to modify their behavior.

Examples that may require staff to ask you to modify behavior include, but are not limited to:

- Prominently displaying content featuring racial, gender-based, or religious invective or insults;
- Prominently displaying scenes of violence;
- Prominently displaying sexual content;
- Printing and/or prominently displaying materials in a way that appears to target others.

“Prominently displaying” means the content is intentionally or incidentally visible to others, risking a hostile atmosphere.

Any request for modification, action, or determination under this policy will place the highest priority on the right of patrons to access content, and will seek ways to address the concern without restricting that access.

Modification could include:

- Agreeing to move the material on another table at a less trafficked area;
- Scheduling use of a shared resource to ensure predictability of display;
- Collaborating on a solution that ensures optimal access to content as well as a safe and respectful environment for all.

In some cases, however, “modification” may simply mean a request to discontinue the behavior. Examples include but are not limited to: deliberately leaving images of violence in a children’s area; prominently displaying sexually graphic content in full view of other patrons and employees; any activity that uses content to negatively target another person in the library

Patrons who refuse to modify their behavior or to collaboratively resolve a concern may be found in violation of the library’s Code of Conduct and subject to restriction of privileges, per library policy.

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