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SECTION 800

COMPUTERS & TECHNOLOGY

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COMPUTERS & TECHNOLOGY

I. GENERAL INTERNET POLICY

The Huntington Public Library does not control or monitor information being accessed from the Internet and cannot be held responsible for content, accuracy, quality or use of the information obtained. As with other library materials, restriction of a child's access to electronic resources is the sole responsibility of the parent/legal guardian. Failure to use any electronic workstation appropriately and responsibly may result in the loss of library privileges. Parents and Legal Guardians should be aware that use of electronic resources is governed under local, state, and federal law. Unlawful activities may be handled with appropriate legal action.

II. ACCEPTABLE USE POLICY OF LIBRARY'S COMPUTERS & WEBSITE

Library computers and website are designed to make it easier and more efficient for individuals and businesses to interact with HPL resources.

Internet Access: To assist users, Huntington Public librarians, following selection guidelines, have selected links for the HPL website from the vast resources available on the Internet. Public access to the Internet is not limited to these links. The quality, accuracy and timeliness of information on the Internet varies from site to site, and sites may be controversial or of a mature nature. HPL does not monitor, has no control over, and does not accept responsibility for material in other sources on the Internet. At one's own discretion, library users access the Internet and are responsible for the results of their searches. A link does not constitute an endorsement of the content, viewpoint, accuracy, opinions, policies, products, services, or accessibility of that website. Once you link to another website from this website, including one maintained by the State, you are subject to the terms and condition of that website, including, but not limited to, its Internet privacy policy.

Responsibilities of Computer Users: Huntington Public Library requires computer users to respect the rights and sensibilities of all library users. Some Internet sites are inappropriate for viewing in a public setting. Users should refrain from the use of Internet sounds and visuals that may disrupt the ability of other library patrons to use the library and its resources. Library staff reserves the right to end Internet Sessions when sexually explicit or pornographic materials are displayed. (See also Illegal and Unacceptable Uses).

Library users must remember the following concerns when evaluating information obtained on the Internet:

1. Information obtained from online services may or may not be reliable, authoritative, accurate, or current.
2. Links to information from online services may not always be valid. Particular information sites on the online services may sometimes be unavailable and this unavailability often occurs unpredictably.
3. Certain information obtained from the online services may be considered controversial by some library patrons.

The Huntington Public Library urges library patrons to be informed consumers and carefully evaluate information obtained on the online services. The Library cautions patrons about the potential damage of transmitting personal information, such as credit card numbers, via online services. The Library is not responsible for damages, direct or indirect, that arise from a library patron's use of online information resources.

Internet Safety: Librarians are partners with parents in guiding children to safe and appropriate use of the Internet. Huntington Public Library therefore filters all of its computers used in the children's and teen rooms by children and young adults up to the age of 17. Parents and guardians are responsible for supervising their children's Internet sessions and for letting their children know if there are materials children should not use or view. The library assists parents and guardians who desire guidance for their children's use of the Internet through their technical expertise and guidance. Parents and guardians are directed to the "[Child Safety on the Information Highway](#)" produced by the National Center for Missing and Exploited Children and Interactive Service Organizations for assistance on protecting their children. The FBI has also produced a new cyber safety website for teachers and students: [Safe Online Surfing](#)

Disclaimer: Users access the library computer hardware, software, and documentation at their own risk. The Huntington Public Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data etc. or electronic transactions of any type which are related to the public use of library computer resources.

Illegal and/or Unacceptable Uses: Use of the Library's computers must be for legal, acceptable uses. Examples of unacceptable uses include, but are not limited, to the following:

- Display of sexually explicit or pornographic materials;
- Harassment of other users or violation of their privacy;
- Libeling, slandering or maliciously offending other users;
- Violation of copyright laws or software licensing agreements;
- Other activities in violation of local, state, or federal laws, ordinances, or regulations;
- Use of electronic information in networks in any way which violates licensing and payment agreements between the Huntington Public Library and network or database providers;
- Damaging equipment, software or data belonging to Huntington Public Library or other users
- Attempting to crash, degrade performance or gain unauthorized access to Huntington Public Library's or to other computer systems and networks;
- Behaving in a manner that is disruptive to other users, including overuse of computer equipment that serves to deny access to other users.

Privacy: The Huntington Public Library recognizes that it is critical for individuals and businesses to be confident that their privacy is protected when they visit the HPL website and is committed to protecting the privacy of our patrons and library users.

Consistent with the provisions of the Internet Security and Privacy Act, the Freedom of Information Law, and the Personal Privacy Protection Law, this policy describes the HPL's privacy practices regarding information collected from users of this website. This policy describes what information is collected and how that information is used.

Because this privacy policy only applies to this website, you should examine the privacy policy of any website, including other state agency websites, that you access using this website.

For purposes of this policy, "personal information" means any information concerning a natural person, as opposed to a corporate entity, which, because of name, number, symbol, mark, or other identifier, can be used to identify that natural person. The HPL only collects personal information about you when you provide that information voluntarily by sending an e-mail or by initiating an online transaction, such as a survey, registration or order form.

Information Collected Automatically When You Visit this Website

When visiting this website the HPL automatically collects and stores the following information about your visit:

- (i) The Internet Protocol Address and domain name used, but not the e-mail address. The Internet Protocol Address is a numerical identifier assigned either to your Internet service provider or directly to your computer;
- (ii) The type of browser and operating system you used;
- (iii) The date and time you visited this site;
- (iv) The web pages or services you accessed at this site;
- (v) The web site you visited prior to coming to this web site;
- (vi) The web site you visit as you leave this web site; and
- (vii) If you downloaded a form, the form that was downloaded.

None of the foregoing information is deemed to constitute personal information.

The information that is collected automatically is used to improve this website's content and to help the HPL understand how users are interacting with the website. This information is collected for statistical analysis, to determine what information is of most and least interest to our users, and to improve the utility of the material available on the website. The information is not collected for commercial marketing purposes and the HPL is not authorized to sell or otherwise disclose the information collected from the website for commercial marketing purposes.

Cookies

Cookies are simple text files stored on your web browser to provide a means of distinguishing among users of this website. The use of cookies is a standard practice among Internet websites. To better serve you, we use "session cookies" to enhance or customize your visit to this website. Session cookies can be created automatically on the device you use to access this state agency website.

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These session cookies do not contain personal information and do not compromise your privacy or security. We may use the cookie feature to store a randomly generated identifying tag on the device you use to access this website.

A session cookie is erased during operation of your browser or when your browser is closed.

If you wish, you may complete a registration to personalize this website and permit a "persistent cookie" to be stored on your computer's hard drive. This persistent cookie will allow the website to recognize you when you visit again and tailor the information presented to you based on your needs and interests. The HPL uses persistent cookies only with your permission.

The software and hardware you use to access the website allows you to refuse new cookies or delete existing cookies. Refusing or deleting these cookies may limit your ability to take advantage of some features of this website.

Information Collected When You E-mail this Website or Initiate an Online Transaction

During your visit to this website you may send an e-mail to the HPL. Your e-mail address and the contents of your message will be collected. The information collected is not limited to text characters and may include audio, video, and graphic information formats included in the message. Your e-mail address and the information included in your message will be used to respond to you, to address issues you identify, to improve this website, or to forward your message to another State agency for appropriate action. Your e-mail address is not collected for commercial purposes and the HPL is not authorized to sell or otherwise disclose your e-mail address for commercial purposes.

During your visit to this website you may initiate a transaction such as a survey, registration, or order form. The information, including personal information, volunteered by you in initiating the transaction is used by the HPL to operate HPL programs, which include the provision of goods, services, and information. The information collected by the HPL may be disclosed by the HPL for those purposes that may be reasonably ascertained from the nature and terms of the transaction in connection with which the information was submitted.

The HPL does not knowingly collect personal information from children or create profiles of children through this website. Users are cautioned, however, that the collection of personal information submitted in an e-mail or through an online transaction will be treated as though it was submitted by an adult, and may, unless exempted from access by federal or State law, be subject to public access. The HPL strongly encourages parents and teachers to be involved in children's Internet activities and to provide guidance whenever children are asked to provide personal information online.

Information and Choice

As noted above, the HPL does not collect any personal information about you during your visit to this website unless you provide that information voluntarily by sending an e-mail or initiating an online transaction such as a survey, registration, or order form. You may choose not to send us an e-mail, respond to a survey, or complete an order form. While your choice not to participate in these activities may limit your ability to receive specific services or products through this website, it will not prevent you from requesting services or products from HPL by other means and will not normally have an impact on your ability to take advantage of other features of the website, including browsing or downloading most publicly available information.

Disclosure of Information Collected Through This Website

The collection of information through this website and the disclosure of that information are subject to the provisions of the Internet Security and Privacy Act. The HPL will only collect personal information through this website or disclose personal information collected through this website if the user has consented to the collection or disclosure of such personal information. Participation in an online transaction resulting in the disclosure of personal information to the HPL by the user, whether solicited or unsolicited, constitutes consent to the collection and disclosure of the information by the HPL for the purposes reasonably ascertainable from the nature and terms of the transaction.

However, the HPL may collect or disclose personal information without user consent if the collection or disclosure is: (1) necessary to perform the statutory duties of the HPL, or necessary for the HPL to operate a program authorized by law, or authorized by state or federal statute or regulation; (2) made pursuant to a court order or by law; (3) for the purpose of validating the identity of the user; or (4) of information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person.

Further, the disclosure of information, including personal information, collected through this website is subject to the provisions of the Freedom of Information Law and the Personal Privacy Protection Law.

The HPL may disclose personal information to federal or state law enforcement authorities to enforce the HPL's rights against unauthorized access or attempted unauthorized access to the HPL's information technology assets or against other inappropriate use of this website.

Confidentiality and Integrity of Personal Information Collected Through this Website

The HPL is strongly committed to protecting personal information collected through this website against unauthorized access, use, or disclosure. Consequently, the HPL limits employee access to personal information collected through this website to only those employees who need access to the information in the performance of their official duties. Employees who have access to this information are required to follow appropriate procedures in connection with any disclosures of personal information.

For website security purposes and to maintain the availability of the website for all users, the HPL employs software to monitor traffic to identify unauthorized attempts to upload or change information or otherwise damage this website.

All patron information including circulation and registration information and information accessed online is confidential as required by NY State Law and is not disclosed to anyone other than the registered party, a party presenting a waiver from the borrower, or a person with a court order granting accessibility. The confidentiality of library records is governed by New York State Civil Practice Law and Rules Section 4509, which reads as follows:

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

All users are advised that any library record or other information collected by the library as described herein is subject to disclosure pursuant to subpoena, court order, or as otherwise authorized by applicable law.

The Huntington Public Library Board of Trustees reserves the right to change this policy at any time and you are advised to check periodically for any changes. The Library also reserves the right to terminate a patron's use of library equipment and services if that individual is in violation of policy.

Disclaimer

The information provided in this privacy policy should not be construed as giving business, legal, or other advice, or warranting as fail proof, the security of information provided through this website.

Links

In order to provide users with certain information, the HPL provides links to the websites of local, State, and federal government agencies, and to the websites of other organizations. A link does not constitute an endorsement of the content, viewpoint, accuracy, opinions, policies, products, services, or accessibility of that website. Once you link to another website from this website, including one maintained by the State, you are subject to the terms and conditions of that website, including, but not limited to, its Internet privacy policy.

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III. WIRELESS INTERNET ACCESS

Patrons are required to agree to the following policy when accessing the library's public Wi-Fi network:

Please read this policy in its entirety. If you accept the terms and conditions of our Wireless Internet Access Policy, place a checkmark in the "I agree" checkbox below and press the CONTINUE button.

All users of online computer systems or networks accessible through the Huntington Public Library's computers and wireless access points, including the Internet, mobile app, and any online services are advised that such computers, wireless access points, and systems are made available to the Library and its patrons exclusively for educational and informational purposes.

The Huntington Public Library provides free access to these online services to supplement and enhance information sources in the Library's collection. Users of the Library's computers and wireless access points are further advised that the Huntington Public Library neither controls, nor can be responsible for, the contents of these systems, networks, and services and that all of the online information, graphics, and messages accessible throughout the Library's computers and wireless access points originate outside of the Library.

Library users must remember the following concerns when evaluating information obtained on the Internet:

4. Information obtained from online services may or may not be reliable, authoritative, accurate, or current.
5. Links to information from online services may not always be valid. Particular information sites on the online services may sometimes be unavailable and this unavailability often occurs unpredictably.
6. Certain information obtained from the online services may be considered controversial by some library patrons.

The Huntington Public Library urges library patrons to be informed consumers and carefully evaluate information obtained on the online services. The Library cautions patrons about the potential damage of transmitting personal information, such as credit card numbers, via online services. The Library is not responsible for damages, direct or indirect, that arise from a library patron's use of online information resources.

Use of the Library's computers and wireless access points must be for legal, acceptable uses, Unacceptable uses include, but are not limited to:

- Display of sexually explicit or pornographic materials;
- Harassment of other users or violation of their privacy;
- Libeling, slandering or maliciously offending other users;
- Violation of copyright laws or software licensing agreements;

- Other activities in violation of local, state, or federal laws, ordinances, or regulations;
- Use of electronic information in networks in any way which violates licensing and payment agreements between the Huntington Public Library and network or database providers;
- Damaging equipment, software or data belonging to Huntington Public Library or other users
- Attempting to crash, degrade performance or gain unauthorized access to Huntington Public Library's or to other computer systems and networks;
- Behaving in a manner that is disruptive to other users, including overuse of computer equipment that serves to deny access to other users.

Persons who use the Library's computers and wireless access points for unacceptable uses may lose the privilege of using Library facilities including access to its computer systems.

Users should be aware that they may encounter messages, materials, or graphics that they find offensive and may contain material that may be inappropriate for children. Parents are strongly advised to monitor their children's use of the Library's computer system, or the services, programs, and networks connected to it, if they wish to control the information, messages, and graphics to which their children are exposed. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. This access option is open to patrons of all ages; parents or guardians of children under the age of 18 are responsible for supervising and guaranteeing their child's proper and safe use of the Internet.

Illegal acts involving library computer resources, including the wireless access points, may subject the patron to prosecution by local, state, or federal authorities.

Internet users using the Library's computers must acknowledge acceptance of this Internet Access Policy each time they logon to the Library's Internet stations.

Patrons with wireless access capabilities on their own equipment, such as laptops, mobile phones, devices, etc., are welcome to use the Internet through the Library.

No registration or sign-up is required.

Use of the Library's wireless access points constitutes acceptance of this Internet Access Policy. The Library provides NO filtering or virus protection on its wireless Internet access points for patrons. The Library assumes no responsibility of damage caused to patrons' equipment (hardware or software.)

Patrons are responsible for configuring their equipment to access the Library's wireless Internet access points. Library staff will only be able to provide limited assistance due to the wide variety of operating systems, wireless network cards, drivers, and wireless connection management software available.

The library staff offers basic assistance on using the Internet, as well as the online catalog, and other databases, but cannot offer in-depth training. The reference staff is always available to assist patrons with locating books, periodicals, and other materials about the Internet. It is also not possible for staff to evaluate or judge the quality or merits of every site that the user may access.

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IV. 3-D PRINTER POLICY

The library has a 3-D printer available for patron use according to the following parameters:

- a. This service is available to all patrons; however, priority will be given to Huntington Public Library cardholders.
- b. All submitted files will be reviewed by library staff to ensure compliance with this agreement and with all other library policies prior to printing.
- c. All files will be printed by library staff.
- d. A patron may have only one job submitted or running at any given time.
- e. Files should be in the .STL format.
- f. Prints are limited in size to 11" W x 11"D x 15"H
- g. Our color selection may change from time to time. Please inquire about available colors at the time you submit your request.
- h. Your item must be able to be printed in 12-hours or less.
- i. We will notify you when your item is ready to be picked up. Items not picked up within 2-weeks become the property of the library. Items must be paid for at the time of pick-up.
- j. There is a charge of \$1.00 per hour of printing time that you must approve before your item is printed.
- k. Users may not print items that are prohibited by law or do not comply with our Library policy.
- l. User holds the Huntington Public Library harmless for any damages arising out of the use of any item printed on our 3-D printer.
- m. Please submit files by email to: hpl3dp@gmail.com
- n. Patrons must sign that they have read and agree to abide by this policy before printing.
- o. 3-D Printing Policy patrons need to sign located in Official Forms at the end of this section.

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V. OFFICIAL FORMS

The pages following present the official forms pertaining to this section of the manual.

Page number

Form Exhibit

600-5

3-D Printing Policy Patron Agreement



3-D Printing Policy

1. This service is available to all patrons; however, priority will be given to Huntington Public Library cardholders.
2. All submitted files will be reviewed by library staff to ensure compliance with this agreement and with all other library policies prior to printing.
3. All files will be printed by library staff.
4. A patron may have only one job submitted or running at any given time.
5. Files should be in the .STL format.
6. Prints are limited in size to 11" W x 11" D x 15" H.
7. Our color selection may change from time to time. Please inquire about available colors at the time you submit your request.
8. Your item must be able to be printed in 12 hours or less.
9. We will notify you when your item is ready to be picked up. Items not picked up within 2 weeks become the property of the library. Items must be paid for at the time of pick-up.
10. There is a charge of \$1.00 per hour of printing time (billed in 15 minute increments). You will be emailed a cost estimate ahead of time that you must approve before your item is printed.
11. Users may not print items that are prohibited by law or do not comply with our Library policy.
12. User holds the Huntington Public Library harmless for any damages arising out of the use of any item printed on our 3-D printer.
13. Please submit files by email to hpl3dp@gmail.com.

_____ I have read and agree to abide by the Huntington Library 3-D Printing Policy. Please return this form to the Customer Service desk at our Main Street location or email to hpl3dp@gmail.com. You must have a signed copy of this agreement on file before printing.

Print Name

Date

Home Library Name

Library Card Number

Signature

Email Address