AVON FREE LIBRARY
YOUR BRIDGE TO DISCOVERY
143 Genesee Street ▪ Avon, NY 14414 ▪ (585) 226-8461 ▪ avonfreelibrary.org

COMPUTER, DEVICE AND INTERNET USE POLICY

General

The Avon Free Library ("Library") provides public access to the Internet and to Library devices to support the informational, learning, and recreational needs of patrons of all ages. Desktop computers, laptops, printing services, and Wi-Fi are available at the Library.

Library staff are available to provide limited assistance but cannot provide technical support for software, hardware issues, or network connection errors.

The Library receives its network connection, security, and content filtering through the OWWL Library System, of which it is a member.

All use of Library devices and the network, including use of personal devices on the network, is governed by this policy, the OWWL Acceptable Use and Internet Safety Policy, the Avon Free Library Patron Code of Conduct, and all other Library policies.

Definitions

The following terms, when used in this policy, shall have the meanings defined herein:

DEVICE — A computer, as that term is defined by NY Penal Law § 156.00(1); a desktop computer, personal computer, laptop, monitor, smart TV, etc.; any device capable of connecting to the Internet or the network.

LIBRARY DEVICE – Any device owned by the Library.

PERSONAL DEVICE – Any device not owned by the Library.

FILTER — Any technology that blocks or prevents internet access to visual depictions of "child pornography" or materials which are "obscene" or "harmful to minors," as those terms are defined by the Children's Internet Protection Act (CIPA), 20 U.S.C. § 9134 and 47 U.S.C § 254(h).

MINOR – Any individual who has not attained the age of 17 years, as defined by CIPA [see 47 U.SC. § 254(h)(7)].

NETWORK – The Library's wired and wireless (Wi-Fi) Internet connection, provided through the OWWL Library System (OWWL).

PARENT – A parent, stepparent, legal guardian, or other person in parental relation to a child ("minor"), as defined in New York Education Law § 3212.

SESSION – One continuous period of use of a Library device.

Use of Library Devices

Patrons should be mindful of others in the Library while using devices. Excessive noise or other disruptive use may result in the loss of a patron's Library device privileges.

Staff may stop a patron from using a Library device because of concerns about misuse, potential damage, or a violation of this policy or the Patron Code of Conduct.

Problems with or damage to a Library device should be reported to staff immediately. Patrons are responsible for any damage to Library devices caused by their use, beyond normal wear and tear, and may be billed for the cost of repair or replacement, up to the full replacement cost.

Library devices are located in public areas and used by people of all ages. Patrons are asked to be considerate of others who may be able to see their screens. Staff may ask a patron to adjust a screen or move to a private location if the content they are viewing might offend other patrons.

Printing is available from Library desktop computers and laptops. Printouts may be collected at the main floor circulation desk for a fee; current costs are available at the circulation desk and in the patron services pamphlet.

Library devices are not intended for long-term data storage. Any files saved or downloaded, along with browsing history and other session information, are erased at the end of each session. Library devices do not have external drives, and the Library does not provide storage devices; patrons who need to save files must bring their own storage device (e.g., a flash drive). Neither the Library nor staff is responsible for saving, storing, or recovering patron files. Patrons should log out of all accounts before ending a session.

The Library supports the American Library Association's Library Bill of Rights and its Interpretations, including *Access to Digital Resources and Services* and *Minors and Online Activity*, the Freedom to Read Statement, and the First Amendment to the United States Constitution. The Library recognizes that all patrons, including minors, have the right to seek information online, and that only a parent may restrict their own child's access to online content.

Desktop Computers

Patrons aged 17 and older may use Library desktop computers after checking in with staff, provided they follow this policy, the Patron Code of Conduct, and all other applicable Library policies. Minors must have a Library card in good standing and parent permission, as noted on their Library account, to use Library desktop computers.

Laptops

Only patrons with a Library card may borrow a Library laptop. Before borrowing a laptop, patrons must read and acknowledge the Library's laptop borrowing policies. Patrons aged eight and under require adult supervision while using the laptop at all times. Minors must have parent permission for computer and Internet use, as noted on their Library account.

Laptops are loaned on a first-come, first-served basis, and reservations are not accepted. Laptops may be borrowed for up to one hour. After the first hour, a session may be extended if no other patron is waiting.

Laptops must be returned to the circulation desk at the end of each session and no later than 15 minutes before the Library closes.

Laptops may not be removed from the building under any circumstances. Laptops may be used anywhere in the Library. Laptops must not be left unattended; a patron who needs to leave their work area for any reason must return the laptop to the circulation desk.

Wireless printing is available from Library laptops only. Printouts may be collected at the main floor circulation desk for a fee; current costs are available at the circulation desk and in the patron services pamphlet.

Wireless (Wi-Fi) Access

Free wireless access to the network is provided through OWWL. No password or Library card is required; patrons connect by accepting the terms of use on the network's sign-on page. Patrons using personal devices on the network are subject to this policy and the Patron Code of Conduct while on Library property.

OWWL does not collect or hold personally identifying information about Wi-Fi users. The network is public and is not secure. Patrons are responsible for the security, virus protection, and configuration of their own personal devices. Staff may offer general guidance to patrons when connecting to public WiFi but cannot configure or repair personal devices.

Monitors

The monitors in the tween booth, the small study room, and the large meeting room are available to patrons using those spaces.

Because all monitors are in publicly viewable areas, any media displayed on them must be appropriate for all ages. Staff may ask patrons to disconnect from a monitor or limit their use to enforce this requirement.

Monitors should be used at the lowest practical volume or with headphones, which may be checked out from the service desk.

The length of monitor use in the study and meeting rooms is governed by the Library's Space Usage Policy.

Use of the monitor in the tween booth is limited to one hour per session and may be extended by one additional hour if no other patrons are waiting.

Minors must have approved Internet access on their Library account before accessing the Internet through a monitor.

Disclaimers

The Library is not responsible for any damage or loss of data resulting from the use of Library devices. The Library has no control over the availability of network access, the inability to connect to a site because of heavy Internet traffic, or the availability of links, which change frequently. The Library cannot control or monitor the content of the Internet, which is an unregulated medium. Patrons use the Internet at their own discretion.

Internet Safety and Filtering

In compliance with the Children's Internet Protection Act [see 20 U.S.C. § 9134 and 47 U.S.C. § 254(h)] and OWWL's Acceptable Use and Internet Safety Policy, Internet access on all Library devices is protected by a filter managed by OWWL. The filter is designed to block visual depictions that are prohibited under CIPA.

No filter is perfect. The filter may block legitimate, constitutionally protected information, and it may fail to block material some patrons find objectionable. At the request of a patron aged 17 or older, staff will arrange for the filter to be disabled or for a specific site to be unblocked for bona fide research or any other lawful purpose. Patrons are not required to explain the reason for their request. Any patron may request the Library Director to review a site they believe is wrongfully blocked.

It is also the policy of the Library, to the extent practical, to:

a) Restrict minors' access to inappropriate matter on the Internet;

b) Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication;

c) Prevent unauthorized access (i.e., "hacking,") and other unlawful online activities by minors; and

d) Prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Prohibited Uses

Library devices may be used only for lawful purposes. The Library will not tolerate the use of its devices in violation of any federal, New York State, or local law, including but not limited to laws concerning copyright or prohibiting obscenity, child pornography, bullying, cyberbullying, harassment and threats, or unauthorized access to computers or networks.

While using Library devices, patrons shall not:

- Access, view, display, or transmit visual depictions that are obscene or child pornography, as those terms are defined by CIPA (see 47 U.S.C. § 9134), or display visual depictions that are harmful to minors where minors may view them;
- Harass, threaten, or defame others;
- Attempt to gain unauthorized access to any computer, network, or account, or attempt to bypass Library or OWWL security measures;
- Attempt to bypass the filter, except as provided in this policy;
- Damage or alter Library devices or their software or settings, or install software;
- Violate copyright law or software license agreements; or
- Use another person's Library card, account, or personal information without permission.

Violations of this policy may result in disciplinary action under the Patron Code of Conduct. Illegal activity may be reported to the appropriate authorities.

Minors and Parents

The Library affirms that guiding and monitoring a minor's use of Library materials, including Internet access, is primarily the responsibility of the minor's parent, not the Library. To the extent practical, staff will supervise use of the network in accordance with this policy and CIPA (47 U.S.C. § 9134). Staff are also available to help patrons of all ages learn to use the Internet safely and responsibly.

Privacy and Confidentiality

In accordance with New York Civil Practice Law and Rules § 4509, records that link a patron's name or other identifying information to the use of Library devices, including sign-in records and laptop checkout records, are confidential. They will not be disclosed except as necessary for the proper operation of the Library, upon the request or with the consent of the patron, or pursuant to a subpoena, court order, or other legal requirement. This is in keeping with Article VII of the Library Bill of Rights and the confidentiality policies of the Avon Free Library and OWWL.

Library devices do not retain browsing history after a session ends. Because Library devices are located in public areas, the Library cannot guarantee privacy from others in the building, and patrons should take care when entering passwords or personal information.

Policy Review

This policy will be reviewed by the Board of Trustees at least once every five years, or sooner if required by law, in accordance with the New York State Minimum Standards for Public Libraries (8 NYCRR § 90.2).

Amended by the Avon Free Library Board of Trustees on October 26, 2026

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