

NUTLEY PUBLIC LIBRARY
93 Booth Drive
Nutley, New Jersey 07110
www.bccls.org/nutley

INTERNET Access Policy

Mission Statement

The Nutley Free Public Library is a cultural center facilitating access to information, ideas and forms of creative expression. The Library advocates reading, information seeking and lifelong learning among all members of the community as a means of pursuing personal, professional and leisure time goals..

The Library will accomplish its mission effectively by providing excellence in staff, facilities, collections, technology and programs and by participating in cooperative networks.

Adopted by The Board of Trustees, Nutley Public Library, May 22, 2001

To this end, the Nutley Free Public Library provides access to a broad range of information resources available through the INTERNET.

The INTERNET is a collection of connections. It is the interconnection of thousands of institutional, state, regional and national networks that forms a worldwide matrix of information connectivity. On the INTERNET, a patron can access library catalogs, statewide information systems, data archives, gateways, network information centers and much more on a global basis - all from computer workstations.

The Library does not endorse the viewpoints or vouch for the accuracy, timeliness, content, or authenticity of materials accessed via the INTERNET. It is left to each patron to determine what material is appropriate. However, the Library encourages usage consistent with the Library's mission.

PARENTS OR GUARDIANS OF MINORS USING THE INTERNET ARE RESPONSIBLE FOR PROVIDING GUIDANCE TO THE CHILDREN UNDER THEIR CARE.

Patrons have the right of confidentiality in all their activities with resources and services provided by the Library. The Library supports the patron's right to privacy within the limits of conducting activities in a public building. PATRONS SHOULD, THEREFORE, BE AWARE THAT THE LIBRARY CANNOT ENSURE THE CONFIDENTIALITY OF THEIR INTERNET USE. Patrons are advised that because security is technically difficult to achieve, electronic communications and files could become public.

The Library endorses the American Library Association's "Library Bill of Rights." All adult library patrons are provided equal access to resources available on the INTERNET.

The Library reserves the right to terminate an INTERNET session at any time for any reason.

Conditions of Use: Adults

Patrons are required to sign-up for use of the designated workstations in adult areas. A workstation will be reserved for each patron signing up in the order in which the sign-ups are received.

Workstations in the adult areas are reserved for the use of adults.

Patrons are required to have valid Nutley or BCCLS borrower's cards.

Patrons may use the workstations for one hour. Extensions of 15 minutes may be granted, depending upon the number of reservations, up to a maximum of two hours.

The last Internet session on any day will end one-half hour before the Library closes. Patrons may not have the minimum or maximum time allotments if using the workstations at this time.

Patrons may print electronic documents at the cost of \$.10 per page. Documents may be retrieved and printing fees paid at the Release Station in the Computer Center.

Conditions Of Use: Children

Children are patrons who have not entered the ninth grade. A current class schedule or high school identification card will be accepted as proof of entry into the ninth grade.

The workstations in the Children's Room are reserved for the use of children. Access to the INTERNET is filtered at these workstations.

Children are required to sign-up for use of the workstations in the Children's Room. A workstation will be reserved for each child signing up in the order in which the sign-ups are received.

Children are required to have valid Nutley or BBCLS borrower's cards.

Children may use the workstations for one hour. Extensions of 15 minutes may be granted, depending upon the number of reservations, up to a maximum of two hours.

The last session on any day will end one-half hour before the Library closes. Children may not have the minimum or maximum time allotments if using the workstations at this time.

Children may print documents at the cost of \$.10 per page. Documents may be retrieved and printing fees paid at the Release Station in the Children's Room.

PARENTS OR GUARDIANS ARE RESPONSIBLE FOR GUIDING THE SELECTION OF INTERNET SITES FOR CHILDREN. An appropriate browser for use by children is provided on the workstations. The children's links on the Nutley Free Public Library Home Page are recommended as a starting place for children.

Rules of Conduct for the Internet

INTERNET access in the Library is a shared resource intended for informational or educational purposes. The Library may set limits, for example, on the use of large files of still or moving images or sound, or on downloading files in any medium. The Library also reserves the right to limit the amount of time an individual patron can devote to a single session.

Patrons may not:

- Use the network to make unauthorized entry into other computational information or communication services or resources.
- Distribute unsolicited advertising.
- Invade the privacy of others.
- Make any attempt to damage computer equipment or software or to invade system security.
- Engage in any activity that is harassing or defamatory.
- Use the INTERNET for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its property operation.
- Use one's own software or diskettes.
- Use the INTERNET for commercial purposes.
- Use the INTERNET to seek, access, read, create or print obscene or illegal content.

Violations may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

Adopted by The Board of Trustees, Nutley Public Library, September 23, 1997, revised August 4, 2004.

Adopted as amended by the Board of Trustees, Nutley Public Library, May 3, 2005.

Adopted as amended by the Board of Trustees, Nutley Public Library, _____.

NUTLEY PUBLIC LIBRARY

93 Booth Drive

Nutley, New Jersey 07110

www.bccls.org/nutley

INSTRUCTIONS FOR CREATING A COMPUTER WORKSTATION ACCOUNT AND RESERVING A WORKSTATION

1. Create your account

- **Go to the Reference Room.**
 - **The reference library will authorize your Nutley/BCCLS Borrower's Card to create your account.**
-

2. Make a reservation

- **If you have created an account, you may go directly to the Access Station, scan your barcode and receive a computer assignment and password.**