

Internet and Computer Use Policy



Access

Ridgewood Public Library (RPL) strives to provide free, equitable access to the internet from library devices as well as through our public WiFi network and loanable hotspots. Patrons are required to comply with all applicable local, state, and federal laws while using library devices and internet services.

Patron Internet Access

- RPL does not monitor nor have control over the information found through the internet and is not responsible for its content, timeliness, or accuracy. Users are encouraged to evaluate carefully the validity of information accessed through the internet. The library's website provides professionally selected web resources, evaluated for appropriate content and high-quality information.
- All internet resources available in the library are provided equally to each library user, including children.
 - Parents or guardians are responsible for supervising their child's access.
- Library staff will not monitor or supervise internet access on library computers nor patron devices using our network.
- RPL assumes no responsibility for the safety and security of your device or data files resulting from connection to our WiFi service or hotspots.
- If use of library network or devices results in disruption of library services, violates this policy, or patron behavior violates RPL's Code of Conduct, **library staff reserves the right to revoke access and patron privileges may be restricted.**

Services

Public Computers

- Public computers are available on the second floor and all Bergen County Cooperative Library System (BCCLS) members may log in with their library number.
 - One time use passes are available for request at the Reference Desk.
- Initial sessions are two-hours long.

- Upon request, the library will grant extensions of up to one-hour if all computers are not occupied.
 - In times of high demand, library staff may not be able honor extension requests.
- Patrons are strongly encouraged to save any important work to an external device or cloud storage. The library is not responsible for files left on public computers.
- All users are responsible for their behavior and for any damages that occur due to misuse.
- Users are expected to leave computer set-ups as they found them, including not unplugging or disconnecting any equipment. Users are responsible for ensuring the computer remains in good working condition.

WiFi Network

Patrons may connect to our free, public WiFi network, "Ridgewood_Library," via their personal devices. Data speeds are capped at 10 megabits per second.

Printing, Copying, Scanning and Faxing

- Printing is available at a cost from all public computers.
 - [Wireless printing](#) is available via our website.
- Copying is available at a cost from the public copier.
- Scanning is available for free from the public copier.
- Faxing is available at a cost at the Reference Desk. Please ask staff for assistance.

Fees

- Printing and Copying
 - \$0.15 per black and white page
 - \$0.50 per color page
- Fax
 - \$1 per page (up to 10 pages)
 - \$0.25 per additional page
 - \$2 per page international (up to 10 pages)
 - \$1 per additional page

Security and Privacy

- The library cannot guarantee the security of the online environment, including internet usage.
- Patrons download files from the internet at their own risk.
- Public computers reset at the end of each day and all files are deleted at reboot.
 - The library is not responsible for any lost or damaged files.

Technical Assistance

- Patrons registering to use public computer workstations must be familiar with basic computer skills and the programs they wish to use.
- Patrons experiencing technical issues should promptly report them to library staff for assistance.

Acceptable Use Policy

The use of library devices or our internet service for the following activities are **strictly prohibited**. This is not an exhaustive list.

- **Copyright Infringement**
- **Defamatory or Abusive Language**
- **Distribution of Internet Viruses, Trojan Horses, or Other Destructive Activities**
- **Forging of Headers**
 - Forging or misrepresenting message headers, whether in whole or in part, to mask the originator of the message.
- **Hacking**
 - Accessing illegally or without authorization computers, accounts, equipment or networks belonging to another party, or attempting to penetrate security measures of another system.
- **Inappropriate Access of Materials**
 - Display or transmission of sexually explicit graphics or materials that are violent, pornographic, or harmful to minors is strictly prohibited in the library. We will notify and fully cooperate with law enforcement if we become aware of any use of our network or computers in any connection with child pornography or the solicitation of sex with minors.

- **Spamming and Invasion of Privacy**
 - Using our network to send unsolicited bulk and/or commercial messages over the internet using the Service or using the Service for activities that invade another's privacy.
- **Resale**
 - The sale, transfer, or rental of our internet service to customers, clients or other third parties, either directly or as part of a service or product created for resale.
- **Other Illegal Activities**