



POTSDAM PUBLIC LIBRARY



2 Park Street, Potsdam, NY 13676, 315-265-7230

Welcome to the web site of Potsdam Public Library!

Serving Potsdam and surrounding communities for over a century.

Wednesday, July 6, 2011

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Policies

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Potsdam Public Library - Acceptable Use Policy

Adopted July 8, 2009 by the Potsdam Public Library Board of Trustees

Please read the following regulations and sign the agreement on the opposite side.

Patrons have a short grace period (until August 15th, 2009) where previous AUPs are still valid.

- You must possess a valid Potsdam Public Library card (if card shows outstanding/overdue materials, use of computer may be denied) or a card from another automated NCLS library, or you must log in as a guest prior to each computer session.
- Access to the computer is by both reservation and "walk-in" when available.
- Sign in at the circulation desk each time you wish to use the computer.
- Patrons will not add, delete, modify or move the hardware or installed software.
- Children under the age of seven are not allowed to use the computer without the supervision of an adult (17 years of age or older) who is validated to use the library computer.
- Two validated users may use the computer together upon approval of the staff member at the circulation desk. The time permitted remains the same: 1 hour maximum.
- Patrons are not to utilize the computers for the commercial purpose of selling goods or services.
- The visual, verbal, or written use of the computer to transmit harassing materials is prohibited.
- Parent/Guardian permission is required in writing for children under 17 years of age.
- No food or liquids are allowed at the computer stations.
- Respect the privacy of other patrons using the computers.
- Observe all copyright and trademark laws.
- All use of library computers must be in compliance with federal, state, and local laws, including federal and state obscenity laws.

Disclaimer:

- The library does not guarantee the computer system to be error free or without defect.
- The library is not responsible for: (1) the actions of its patrons; (2) the accuracy or quality of information accessed through the computer; (3) any damage to or loss of data, or interruption of service patrons may suffer while using the computer.

Patron Responsibilities:

- You are responsible for any consequential damages arising from your or a guest's use of the computer or the library's software.

- If you are unsure of something, please feel free to ask a staff person for assistance. If something is broken, please do not attempt to fix it yourself. Report the problem to the staff person on duty.

Reserved Computer Access:

- Computer time may be reserved (by the half hour period beginning on the hour or half).
- Reservations may be made in person or by telephone, up to one week in advance.
- Additional reserve time may be granted at the discretion of a staff member based on computer availability.
- Reservations for computer time will be held for ten minutes after your period begins. If you do not meet your reservation, your time may be assigned to another person on a first-come, first-serve basis. This still counts toward your limit of reserved time.
- If you fail to show for your reservation more than three times in a calendar year, you may lose your reservation privileges.

Non-Reserved Computer Access:

- You may have up to one hour of walk-on time per day.
- This time will not count against the limit of one hour per day of reserved time.
- You may sign up for walk-on time fifteen minutes before the start of an unscheduled block of time.

Computer Use By Children:

- While the Potsdam Public Library has taken steps to ensure a safe computer environment for children, **library officials remind parents and guardians that the supervision of their children is their responsibility.**
- Children through the age of 9 are to use the computers in the Juvenile Computer Section only; those from 10 through 16 may use only those computers in the Young Adult Section; and those 17 or older may use the computers in the Adult Computer Section.
- An agreement must be signed by a parent/guardian and witnessed by a staff member.
- Computers dedicated for use by children are filtered. However, if a child requests unfiltered access in order to conduct research, the staff member in charge may remove the filter and assist the child. After the child has gathered the required information, the filter is to be turned back on.

Failure to abide by the above rules may result in the forfeiture of your privileges to use the computer equipment and the Library.

The following is a guideline for use by the senior staff:

- 1st infraction: Verbal warning.
- 2nd infraction: 3-week suspension of computer privileges.
- 3rd infraction: 2-month suspension of computer privileges.
- 4th infraction: Full suspension of privileges if and until the librarian lifts the prohibition.

Patron Information

Name _____ Library _____

Address _____ Age (if under 17) _____
If 17 or older, write "adult"

City _____ State _____ Today's Date _____

Zip Code _____ Telephone _____

I have read the acceptable use policy and agree to follow the library's rules for computer use.

 Signature _____ Parent/Guardian (if required)

Witnessed by _____

Last Update - June 25, 2011
[Library Web](#) - For website comments
[Reference Desk](#) - for all other questions

