

PC Use Policy

The Mastics-Moriches-Shirley Community Library provides free, public access to the Internet, electronic databases, word processing and other software applications at all Library locations through an electronic reservation system.

The Library reserves the right to revise the terms of this policy as warranted.

PC Use Rules & Regulations

The Library endeavors to provide its patrons with the safest, accountable and productive use of its resources. The Library has established the following rules regarding the use of public computers. Those found in violation of Library policy are subject to immediate suspension of computer privileges, possible suspension of Library usage and/or criminal charges.

Users may not:

- Use computers to access material that may be considered obscene, child pornography, or content possessing material reasonably deemed as objectionable for public consumption.
- Use Library's network for unauthorized access or "hacking" into any electronic, informational or communication services or resources.
- Invade the privacy of others by misrepresenting oneself or attempting to modify or gain access to files, passwords or data belonging to others.
- Add, delete, modify or tamper with the installed hardware or software.
- Engage in any activity that is harassing or defamatory.
- Deliberately propagate computer worms, viruses or other malicious content on or through the Library's network.
- Attempt to circumvent the Library's reservation software or established policies in any way.
- Use paper for printing other than which has been provided at the Library.

General Guidelines

- Users must conform to the terms set forth within the Mastics-Moriches-Shirley Internet Use Policy when utilizing Library computers.
- Mastics-Moriches-Shirley Community Library cards are non-transferable. Users must use their own library card to register for an assigned session. The use of a friend or family member's library card is not permitted and will result in the suspension of computer privileges.
- A valid Library card is required for use of a PC or laptop. A Library card entitles one to one (1) session per day (1 hour), on a first come, first served, basis. If no one is waiting to use a PC, a one-hour extension may be granted. A patron's Personal Identification Number (PIN) or Password must also be provided to make a reservation.
- Guest passes may be obtained if the patron does not live in the William Floyd School District (eligible for a library card), or is a minor without ID. Adults wishing to receive a guest pass, a visitor must show a valid ID (Driver's License, Non-Driver's License, or other government issued photo ID), or have a valid library card in good standing from another Suffolk County Public Library. Guest pass users are subject to the same session limits as Library card users. When there are individuals waiting to use the computers, library card holders or district residents who would otherwise be eligible to possess a MMSCL library card will be afforded use preference over non-district residents.
- Users should not display any electronic content in a manner that might adversely affect those who may find it offensive. Headphones are required for listening to any resource possessing an audio component. Users may request headphones from the Library or use their own.
- Children and young adult users possess priority over adults to computers designated for children and young adults. At their discretion, staff may allow adults temporary access to these computers. However, if a child or young adult user elects to use a computer, the child or young adult will possess the entitlement to interrupt the adult session.
- Internet and database users must perform their own searches, though staff may provide assistance if their time allows. Limited assistance may also be provided with word processing and other desktop applications. The Library offers many classes in technology training for beginners.
- Library Catalog PCs are intended for catalog searching only.
- Computers may be used by a maximum of two people at one time when their behavior is not disruptive to others.
- All print jobs must be collected prior to the Library's closing time.
- Users may leave an unattended PC "locked" for 10 minutes. If a user does not return within 10 minutes, the PC may be made available to another user.

- Onscreen warnings will appear prior to the end of a computer session. Failure to comply with these warnings will result in the loss of work completed prior thereto.
- A USB-ready memory device is required to save work. The Library offers USB flash drives for sale at the Customer Resource Services Desk.
- At the end of each session, patrons must exit the computer promptly in order that it can be made available to the next user.
- The Library is not responsible for time or data lost due to computer failure.

Adopted by the Board of Trustees 2/25/2025