

**Amagansett Free Library  
Library Technology Policy**

**A. Use of Library Desktop Computers**

Amagansett Free Library ("the Library") provides computer access to all Suffolk County Library District cardholders and residents from other Library Districts subject to the terms and conditions herein set forth. Residents of the Amagansett Free Library District may use their Amagansett Free Library Card to access the computers. Residents from other library districts in Suffolk County may use their library card issued by their home library. Visitors who live outside Suffolk County may obtain a visitor's "computer guest pass," which shall be valid for one day only. Visitors are entitled to one guest pass per day.

Library computers are the property of the Library and the Library reserves the right to terminate any computer session at any time and deny further computer privileges.

Terminable offenses include, but are not limited to:

1. Making any modifications to the operating system, hardware or software installed on the library computers. Patrons are not permitted to install any software on any library computer;
2. Displaying obscene materials or images in contravention of New York State Law;
3. Sending, receiving and displaying text or graphics which may reasonably be considered "pornographic;"
4. Using library computers to gain unauthorized access to the library or any other network or computer system;
5. Damaging, or attempting to damage library computer equipment or software;
6. Using a library computer for illegal or criminal purposes;
7. Using a library computer to spread viruses and spyware;
8. Using a library computer to distribute advertisements, junk mail, or chain letters.
9. Accessing online computer games that may reasonably be deemed violent.

Computers will shut down automatically 10 minutes prior to the closing of the library.

Failure to comply with these guidelines may result in a loss of computer and internet privileges.

A filter is used to block access to pornographic websites, and other sites that may violate the terms of this policy. At times the filter may prevent access to a legitimate website, in which case patrons may ask that staff temporarily disable the filter. The Library reserves the right to deny this request. It is not possible for the Library to monitor and control information available for viewing on the internet; therefore, the Library is not responsible for any information obtained through the internet, or any consequences arising from such

use. In addition, illegal use of library computers may also cause the patron to be subject to prosecution by local, state or federal authorities. The library reserves the right to monitor all computer activity, including internet use; however, it will not share any information gathered except as required by law. The library is not responsible for interruptions to internet service, including but not limited to: problems with network lines and web servers, hardware failures, power outages.

### **B. Use of Library's Wireless Internet**

The Library offers free wireless internet access to any patron, regardless of cardholder status, who uses their own device.

Use of the Library's wireless network shall be at the patron's own risk. The wireless internet connection is unsecured and open to everyone. The Library is not responsible for any loss or damage that may occur as a result of using the Library's wireless internet, including but not limited to:

1. financial loss;
2. loss of data;
3. damage to the hardware or the software of any personal device;
4. the interception of personal information (including but not limited to social security numbers, credit card numbers, and bank account information); and,
5. Identity theft.

The Library is not responsible for any wireless devices left unattended.

The Library reserves the right to terminate any wireless internet session at any time and deny further wireless internet privileges.

Terminable offenses include, but are not limited to:

1. sending, receiving and displaying text or graphics which may reasonably be considered "pornographic;"
2. attempting to gain, or gaining unauthorized access to the library or any other network or computer system;
3. using the wireless internet for illegal or criminal purposes;
4. using the wireless internet to spread viruses and/or spyware; and,
5. using the wireless internet to distribute advertisements , junk mail, or chain letters.

The Library reserves the right to monitor all wireless internet activity; however, it will not share any information gathered except as required by law.

Patrons utilizing wireless devices must be considerate of patrons nearby and refrain from creating excessive noise, including the playing of music without the use of headphones.

Failure to comply with these guidelines may result in a loss of wireless internet access privileges.

### **C. Printing**

The Library offers printing from library computers and wireless devices. On any given day, patrons shall receive the first 10 pages free of charge and all additional pages will be charged at a rate of .10 cents per printed page.

Failure to comply with this guideline may result in a loss of printing privileges.

### **D. 3D Printing**

A 3D printer is available to library patrons to print three dimensional physical objects and to create physical objects based on digital files and using Library-provided filament. The digital files may be designs a patron has created themselves, or designs a patron has obtained with permission to use. The Director or her designee reserves the right to make reasonable accommodations not otherwise stated in the spirit of assisting patrons explore this technology. The service is subject to availability. There is no guarantee of continual service.

The Library's Printer may only be used for lawful purposes. No one will be permitted to use the Library's 3D Printer to create materials that are:

1. Prohibited by local, state or federal law.
2. Unsafe, harmful, dangerous or pose an immediate threat to the well-being of others.
3. Obscene or otherwise inappropriate for the Library environment.
4. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material subject to copyright, patent or trademark protection.
5. Anything that may violate the terms of use of the manufacturer.
6. Anything that may be in conflict with any other Library policy or procedure.

The Library reserves the right to refuse any 3D print request. Patrons are responsible for learning and using the 3D design software and the 3D printing machine. Library staff are available to assist in changing filament and assist in printing the file, but cannot assist in designing or resizing models.

Patrons can use the 3D printer under the following conditions:

1. The print time for a submitted print job must be 3 hours or less.
2. All print jobs must be finished during open library hours and taken home the same day.

3. Any models not taken will become property of the Library. Any models still printing when the library is closing will be discontinued by staff.

There is currently no charge to use the 3D printer, however this could change according to the best judgement of the Library Director based on service popularity and cost of filament.

Sometimes, a file will not yield a successful print. The Library assumes no responsibility for the outcome of a print job. The service is offered with the best of intentions but no guarantees.

Failure to comply with these guidelines may result in a loss of 3D printing access privileges.

Approved May 30, 2025