



Computer and Internet Usage Policy

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I. Access

- a. The Mondovi Public Library offers access to electronic information and services, including the Internet, in attempts to meet the personal, professional, and educational information needs of its customers of all ages. The internet, as an information resource, enables the library to provide information beyond the confines of its own collection.
- b. Be considerate of others when viewing materials that may be considered offensive by other library users, use headphones and silence cell phones.
- c. Customers wishing to use the internet must read and accept the Computer and Internet Usage Policy statements before being allowed access to the library computers.
- d. Availability of the computers:
 - i. The computers are available to customers on a first-come, first-serve basis. In order to make service available to as many customers as possible, a time limit of 60 minutes per session will be implemented. If there is no one waiting to use the computer, a customer may request to remain on the computer. Customers may have no more than three (3) sessions per day, unless an exception is made by library staff.
 - ii. Customers must have their own Winding Rivers Library System card or register with staff as a "guest" user. Logging in with another customer's card with or without the permission of the cardholder, is not permitted.

- iii. A cardholder who has a current library card but does not have it in their possession when visiting the library, may request the use of a one-time guest pass at the circulation desk. A visitor who does not have a WRLS library card may receive a guest pass, also available at the circulation desk.
- iv. Library staff reserve the right to extend or terminate time limits on the basis of other customers waiting, and appropriate or inappropriate computer usage.
- v. The library has a catalog computer and quick print station available for customers to search the library's online catalog for items and check their online account; customers may also use this computer for less than 15 minutes to print files, documents, etc. without logging onto a computer.

II. Children's Restrictions

- a. In order for children to be granted computer access they must have a caregiver sign the internet permission policy waiver. As with other library materials, restriction of a child's access to the Internet is the responsibility of the caregiver. Anyone under the age of 18 is considered a child for the purpose of this policy.
- b. Caregivers play critical roles in helping children to use computers as tools. The library and library staff do not serve in the position of a caregiver. Library staff cannot act in the place of a caregiver in providing constant care and supervision of children as they explore the internet. The responsibility for what minors read or view on the internet rests solely with the caregivers.

III. Responsibility

- a. The library expects its customers to use the internet responsibly and to respect the rights of others. Those who fail to do so will lose computer and internet privileges.
- b. When using the library computers it is important to note that donations are suggested for all prints and faxes from the public computers and time limits for computer use vary according to the level of demand.
- c. The Mondovi Public Library does not use filtering devices to control information accessed through the internet. Some content may be offensive.
- d. Users are encouraged to be good information consumers by evaluating the validity of information accessed by the internet. Users are cautioned that ideas, points of view, and images can be found on the internet which are controversial, divergent, and/or inflammatory. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the internet.
- e. When using the library computer or internet access, it is not acceptable to:
 - i. Violate federal, state, or local laws and regulations, including those governing obscenity, child pornography, and materials harmful to minors.
 - ii. Violate copyright laws or database license agreements.
 - 1. Responsibility for any consequences of copyright infringement or violating license agreements lies with the user. The library

expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems or any consequences thereof.

2. Title 17, U.S. Code prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of “fair use”.
- iii. Displays or print graphics or text that is obscene, child pornography or harmful to minors. (Wisconsin Statutes 944.21 and 948.11)
- iv. Engage in any activity that is deliberately offense or creates an intimidating, disruptive, or hostile environment for customers or staff.
- v. Send threatening or harassing materials, and viewing, printing, distributing, displaying, sending, or receiving images, text or graphics of obscene materials or material that violates laws relating to child pornography.
- vi. Invade the privacy of individuals.
- vii. Degrade, alter or disrupt equipment or system performance.
- viii. Download or save to the hard drive.
- ix. Plug in non-library devices except USB devices that do not require software or driver installation.
- x. Gain unauthorized access to resources or entities.
- xi. Assume another’s identity.

IV. General Restrictions

- a. Library staff may impose restrictions, such as time limits or types of use, on library equipment. Also, all computer users are expected to use the electronic resources of the library in a responsible manner which include, but is not limited to, the following:
 - i. Each computer user must sign in to the computer under their own personal library card or have obtained a guest pass from the circulation desk.
 - ii. Each computer user must have a signed internet agreement form on file with the Mondovi Public Library.
 - iii. Customers are required to surrender their use of a library computer when requested to do so by the library staff.

V. Wireless Internet Connection

- a. Free wireless internet access (Wi-Fi) is available at the Mondovi Public Library. Customers who have personal electronic devices (laptops, smart phones, tablets, hand held games, etc.) with wireless internet may access the wireless connection from inside or around the perimeter of the library. Library rules and policies regarding general internet usage also apply to wireless access.
- b. In addition:
 - i. The library cannot guarantee the internet speed or quality of connection.
 - ii. The library’s wireless network is not secure. Virus, security and privacy protection are not provided by the library and are the responsibility of the customer.

- iii. The library assumes no responsibility for damage, theft, or loss of personal equipment, software, data, files or other personal property used in or around library facilities.

VI. Staff Assistance

- a. Staff will assist customers in getting started on the internet. Time permitting, staff will try to answer specific questions about the internet and offer suggestions for effective searching. Staff can also provide information about training opportunities, books, and manuals.

VII. Privacy and Liability

- a. The library makes reasonable attempts to protect customers' rights to privacy and confidentiality. However, in general, electronic communication is not absolutely secure and networks are sometimes susceptible to outside intervention. In addition, there exists a possibility of inadvertent viewing of computer activity by nearby computer users. Absolute privacy in using the internet in the library cannot be guaranteed. Internally, network administrators may monitor a person's internet use as a part of normal system maintenance.
- b. The library assumes no liability for any loss or damage to users' data or disks, nor for any personal damage or injury whatsoever incurred as a result of using the library's electronic resources. This includes, but is not limited to, damage or injury sustained from invasions of the user's privacy.
- c. The Mondovi Public Library does not monitor and has no control over internet resources and content, nor does the library have complete knowledge of what is on the internet. Information may be reliable and current, or it may be inaccurate, out of date, or unavailable at times.
- d. Violation of library policy or regulations that govern the use of the computer and internet resources may result in suspension or loss of privilege to use these resources. Any illegal activity involving library resources will be subject to prosecution by the appropriate authorities.
 - i. The Mondovi Public Library's Rights Reserved:
 - 1. To terminate the user's session, without notice.
 - 2. To immediately suspend users from computer use for violating these rules and regulations, without notice.
 - 3. To limit the amount of computer time at any one setting, without notice.
 - 4. To limit the software available to users on the Mondovi Public Library's computers and to deny the loading of personal user provided software.

**This policy was adopted by the Mondovi Public Library Board of Trustees on
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