

## **COMPUTER AND INTERNET USE POLICY**

Adopted by C.A. Friday Memorial Library Board of Trustees: May 27, 1999

Revised: July 29, 2003, November 2007, August 25, 2015, May 2 2022

Supersedes: New Technology and Public Use Policy, Copyright Policy

### **Purpose**

The mission of the Friday Memorial Library is to be a dynamic and friendly hub for the community. We are a gathering place for the people in the New Richmond area to learn, explore, and connect. We recognize that providing access to informational, educational, recreational, and cultural resources is a core service that enables us to fulfill this mission. As part of that service, the Library provides access to the internet through library computers connected to the internet, and through wireless internet access.

### **Responsibilities of Users**

Users should be aware that they are working in a public environment shared by people of all ages and sensibilities. Users should refrain from the use of internet sounds and visuals which might disrupt the ability of other library users to use the library and its resources. Library users are individually responsible for their own access, use, or dissemination of information via the internet in the Library. In the case of minors, use of library computers and the library's wireless network is a joint responsibility of the user and the parent or guardian.

The Library does not guarantee the accuracy, authenticity, or currency of the information located by the user. It is the responsibility of the user to evaluate information found on the internet just as they do print materials, questioning the accuracy and completeness of the information. Users must use the internet at their own risk, realizing that beyond the Library's website, web-based services, and social media pages they may encounter material they find offensive. The Library cannot be responsible for security of personal information shared on or with non-library sites.

### **Responsibilities of the Library**

The Library strives to maintain internet access via library computers, networks, and wireless access at all times the Library is open. Short downtimes do occasionally occur, and will be announced ahead of time whenever possible.

The Library makes reasonable attempts to protect patrons' 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.

Computer use information, as well as library cardholder information, is confidential. All files are removed and internet search history is deleted from library computers as the user logs out of a workstation.

### **Wireless Internet Access**

The Library's wireless network (WiFi) is offered as an unsecure wireless network. Users should use wireless access accordingly. In using the Library's WiFi, the user is subject to the same rules and regulations that apply to use of library computers.

- The Library does not require patrons to register or use a password to access the WiFi.
- Library patrons wishing to utilize the Library's WiFi must have their own portable computing device.
- There is no guarantee that a wireless connection can be made or maintained.
- The Library's WiFi does not include the ability to print documents on library printers. Patrons who wish to print documents from a personal device should ask for assistance.
- Friday Memorial Library is not responsible for any loss of information or damage that may occur, either directly or indirectly, to any personal equipment or data.
- Patrons utilizing the Library's WiFi must comply with all other policies of Friday Memorial Library, including but not limited to this Internet Use Policy.
- The Library reserves the right to terminate any wireless network connection in accordance with federal, state, and local laws, regulations, and policies.

### **Computer Assistance**

Library staff can assist users with library computers, printers, library software, and general internet use, and can also verify that the library's networks are functional. Library staff may be able to assist users with laptops, phones, e-readers or other wireless devices or answer software questions. Patrons who request assistance with their devices hold the Friday Memorial Library harmless for liability. In the event that a user needs extra time or assistance, Library staff may direct users to library resources, internet resources, or training classes that can help users explore software or wireless devices.

### **Supervision of Use by Children and Teens**

The Library supports the right for each family to decide what appropriate internet use is for their children and teens. Use of the internet presents an opportunity for each family to discuss sites and content they feel are appropriate or inappropriate. The Library does not serve *in loco parentis* (in place of a parent). Library staff cannot act in the place of parents in providing constant care and supervision of children as they explore the internet. The responsibility for what minors read or view online rests with the parents or guardians. Library staff will provide assistance in determining search strategies and finding or evaluating sites. Library staff may restrict minor use of library computers at the parent's request. If a parent wishes to limit their child's access to Library computers, they should fill out an "Internet Opt Out" form.

### **Guidelines**

Patron time on the computers is managed by an automated system. All computer usage is on a first-come, first served basis. Users are guaranteed 60 minutes of computer time per day on the public use computers. If there is no one waiting, the system will automatically extend that up to 120 minutes per day. If there are open and available computers or extenuating circumstances, Library Staff may extend that time even farther.

- Each user must log in with the MORE card that they were issued. Logging in using another patron's name and library card number permission is not permitted unless special arrangements have been made with the library.
- A library patron or visitor who does not have a MORE library card may log in using a Guest Pass. All patrons requesting a Guest Pass will be asked to provide ID.
- No more than two people may use a single library computer at the same time without special permission from Library Staff.
- We request that computer users are aware of their surroundings and show respect for other library and computer users.

### **Illegal and Unacceptable Uses**

People may only use the Library's computers and networks for legal purposes. Examples of unacceptable uses include but are not limited to, the following:

- Violating federal, state, or local laws. This includes laws governing obscenity, pornography, and materials harmful to children.
- Harassment of other users and/or staff.
- Violation of privacy or other users and/or staff by accessing their data or by harming, modifying or destroying data.
- Violation of copyright laws or database license agreements.
- Exposing children to harmful materials as set for within Wisconsin State Statute [§948.11](#).
- Damaging or disrupting equipment, system performance, or data that belong to the Library or other users.
- Downloading or uploading large amounts of data or large files that monopolize the bandwidth or the library network.
- Causing excessive congestion of the network or interfering with the use of others.
- Placing or altering files or programs on library-owned computers.
- Gaining or attempting to gain access to resources or entities that are unauthorized.
- Making unauthorized changes to the setup or configuration of library software or hardware.
- Non-compliance of any of Friday Memorial Library's rules or policies including by not limited to any rules of behavior.

Illegal uses of the library's computers or networks may also be subject to prosecution by local, state or federal authorities. Violations of our Computer and Internet Use Policy may result in immediate removal from the Library. Infractions that are unacceptable but not illegal may result in restrictions of library use as follows:

- A first offense will result in a verbal warning and a reminder of the rules and regulations.
- A second offense will result in a verbal warning and a note placed on the user's record. If the user is under age 18, their parent or guardian will be notified. If the violation warrants removal, the patron may be asked to leave the Library for that day.
- A third offense will result in the patron being blocked from using Friday Memorial Library computers and may be barred from using the Library for a period of time as determined by the Director.
- The Library may choose to terminate computer use for any patron who has a pattern of behavior, that would be considered a violation of our policies or procedures. If the patron has a history of non-compliance, the Library does not need to wait for a third warning to bar usage to computers.

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.

### **Copyright**

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