

## N. Internet Use Policy

Approved and/or amended by Library Board: 10/2012, 06/2015  
Last reviewed by Library Board: 06/2015

### Mission Statement for Internet Use

In response to advances in technology and the developing needs of our patrons, the Edward U. Demmer Memorial Library endeavors to develop collections, resources and services that meet the cultural, informational, recreational and educational needs of the area. It is within this context that the Library offers access to the Internet, both through public computers and free public Wi-Fi.

### Expectations

All Internet resources accessible through the Library are provided equally to all patrons. *The Demmer Memorial Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.*

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below, which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

### Public Internet Access Computers

#### ***Unacceptable Use of Public Internet Computers***

Access to and use of the Internet in the Library is a privilege. Unacceptable use of the Library's electronic information resources, including the Internet, will result in loss of computer privileges. Unacceptable use includes, but is not limited to, the following:

- Using the Internet for illegal purposes.
- Disclosing, using, or disseminating personal identity information about minors.
- Compromising the privacy of users.
- Transmitting threatening, harassing or defamatory materials or messages.
- Engaging in communications which are libelous or slanderous.
- Committing fraud.
- Violating copyright law or software licenses.
- Developing computer programs which infiltrate a computer or computer system and/or damage or alter the software components of a local or remote computer or computer system.
- Transmitting chain mail, broadcast letters or junk mail of any type.
- Attempting to gain unauthorized access to the resources of the Library Internet computers.
- Disrupting the intended use of the Library's Internet computers.

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- Destroying the integrity of computer-based information in the Library's Internet computers.

Consideration of other library users and staff is expected. Conversations are to be kept quiet.

All Internet users will sign in using only their valid library registration card number and PIN. Use of other patrons' registration numbers is prohibited.

If computer use creates an atmosphere inappropriate for a public library setting, we will ask the user to desist (see Offensive and Disruptive Materials).

### ***Use of the Public Internet Computers by Minor Children***

The Edward U. Demmer Memorial Library provides people of all ages with materials to meet their informational, educational and recreational needs.

The Library affirms the right and responsibility of parents to monitor their own minor (under the age of 18) children's use of the Library's electronic resources, including the Internet, use of electronic mail and chat rooms. Parents and guardians are responsible for deciding whether material accessed by their minor children is appropriate or inappropriate. Parents and/or guardians are responsible for ensuring their own minor children's safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications.

Any person found to be disclosing, disseminating, or using personal identification information of a minor in an unauthorized manner will be reported to the appropriate law enforcement agencies.

Parents and/or guardians, not the Demmer Library or its staff, are responsible for the Internet information selected and/or accessed by their children. *Parents are encouraged to supervise their children's Internet sessions.*

### ***Procedures for Library Public Computer Internet Use***

1. Patrons wishing to access the Internet must affirm that they have reviewed the Internet Policy by clicking on "Accept" on the entry screen of their session. Any patrons found to have library fines totaling \$3.00 or more will be asked to vacate the workstation immediately. Patrons under the age of eighteen (18) are required to complete the "Internet Usage Agreement for Minors" section of the patron registration form, and have the form signed by his/her parent or guardian. All newly registered patrons, adults and minors, will receive a paper copy of this Internet Policy.

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2. All Internet users will sign in using only their valid library registration card number and PIN. Use of another patron's registration numbers is prohibited.
3. All access will be on a first-come, first-serve basis. Reservations for special circumstances will be accepted at the discretion of the Library staff. All public PCs will shut down 10 minutes before closing time.
4. In order to minimize the spread of viruses to the Demmer Internet Computer and in the interest of preserving disk space, downloading of files from the Internet to the hard drive (c:) will not be allowed.
5. Customer complaints will be handled according to existing Library policies.
6. Internet access may not be available due to technical problems.
7. The Demmer Memorial Library cannot be responsible for the quality or accuracy of any information found on the Internet.
8. Internet access will be denied to anyone breaching this policy.
9. Use of the Library netbooks shall be at the discretion of the Library staff, and patrons under the age of eighteen (18) will be required to complete the **Internet Acceptable Use Policy** review and procedure described in item #1 above.

## Public Wi-Fi

Wireless access is provided as a public service free of charge on an as-is basis with no guarantee and no warranty. The library's wireless network is subject to periodic maintenance and unforeseen downtime.

Information passing through the Library's wireless access is not secured and could be monitored, captured, or altered by others. There are risks involved with connecting to a public wireless connection, such as possible viruses, malware, loss of data, possible hacking/snooping by others connected, possible hardware/software failure. It is your sole responsibility to protect your information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of your use of the Library's wireless access.

All Wi-Fi users should have up-to-date antivirus software installed on their computers.

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Wi-Fi users are responsible for setting up their device in order to connect to the Internet through the Library's Wi-Fi access point. Library staff are not responsible for equipment malfunctions, settings, or more than general troubleshooting of Internet connections.

The Library assumes no responsibility for the safety of equipment; users must keep their equipment with them at all times.

Wi-Fi users agree and hereby release, indemnify, and hold harmless, the Demmer Memorial Library, the Town of Three Lakes, its officers and employees, and any affiliate, from any damage that may result from your use of this wireless access.

Printing is not available via the wireless connection at this time. If the user desires to print, the file can be saved to a flash/thumb drive or emailed to themselves and printed from a public computer per I. Circulation Policy.

Due to limited bandwidth, during peak hours Library staff may limit the type of Internet use.

If you do not agree to the above terms, please disable your wireless connection or turn off your device.

### Electronic Mail (E-mail)

The Edward U. Demmer Memorial Library does not provide email accounts to users; however, users with existing email accounts may access their accounts through the Library's Internet terminals. The Library does not accept responsibility for the privacy of possible cached (temporarily stored) messages left after such use.

### Copyright

Please be aware that material on the Internet and World Wide Web is copyrighted. It is your responsibility to be aware of the display of any notices concerning the copyright of information on the Web and to respect the copyright laws of the United States.

### Misuse Penalties

Violators of the Demmer Library's *Internet Acceptable Use Policy* or *Procedures for Library Internet Use* may lose library privileges. Anyone discovered attempting to damage the Library's equipment and/or software, attempting to change files or reset configurations, or otherwise

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violate this Internet Acceptable Use Policy, will immediately lose the right to use the Library's electronic resources. Violations of policies regarding acceptable use of electronic resources will be dealt with in a serious and appropriate manner. Illegal acts involving the Library's computer resources or equipment will be subject to prosecution by the appropriate authorities. Users are responsible for any damage to hardware, software or furniture. The Library reserves the right to take appropriate action to ensure compliance with this policy.

### **Offensive and Disruptive Materials**

The Library strives to balance the rights of patrons to access of all types of information resources with the rights of patrons and staff to work in a public setting free from disruptive sounds and visual materials. The Library's facilities and grounds are shared by a public and staff of all ages, backgrounds and sensibilities. Any action which may reasonably be considered disruptive, disturbing, or obscene is unacceptable.

Viewing or sending child pornography is a federal offense and is subject to criminal prosecution.

### **Waiver of Responsibility**

The Library does not control or monitor material available on the Internet and cannot be held responsible for its content, authority reliability, validity, currency or use. The Library does not accept responsibility for retaining possibly cached (temporarily stored) information about sites visited on the Internet or World Wide Web. The Board of Trustees of the Edward U. Demmer Memorial Library, the Library staff, and the Town of Three Lakes are not liable for any negative consequences that may occur as a result of using the Library's Internet or Wi-Fi connection. It is the responsibility of each user to determine that information accessed electronically is appropriate for that user.

Appendix: Form – Public Computer Internet Use Agreement for Minors