

MONONA PUBLIC LIBRARY

INTERNET ACCESS & COMPUTER USE POLICY AND GUIDELINES

I. Purpose

Monona Public Library provides access to a broad range of information resources through the Internet. We make this service available as part of our mission to fulfill individual informational needs for day-to-day living, cultural, educational and leisure pursuits. The library strives to serve people of all ages at all levels of need and considers its endorsement of the Library Bill of Rights and the Freedom to Read documents to apply to the use of electronic information.

II. Disclaimer

- A. The library does not monitor, has no control over, and does not accept responsibility for material on the Internet. 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. The quality, accuracy and timeliness of information on the Internet varies from site to site, and sites may be controversial or of a mature nature.
- B. The availability of networked information via library computers or wireless access does not constitute the library's endorsement of the content of that information. If any patron believes that information obtained via library computers is inaccurate or offensive, the patron should contact the original producer or distributor of the information.
- C. Users access the library computer hardware, software and documentation at their own risk. Monona Public Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data etc. or electronic transactions of any type which are related to the public use of library computer resources.

III. Eligible Computer Workstation Users

- A. Individuals with a current South Central Library System library card may access the internet using their library card number.
- B. Users must use their own personal library card or internet-use only card to access the Internet or ask for a guest pass.
- C. Guest passes may be issued to individuals who do not have a library card if they are 16 or older and have a valid photo ID such as a current driver's license which includes their full name and date of birth.

- D. Individuals who are ineligible for a South Central Library System library card due to lack of proof of address may apply for an internet-use card using a current photo ID.
- E. Students can be issued an Internet card on a case by case basis.
- F. Children eight years or younger are required to be accompanied by parent/guardian or caretaker to use a computer.
- G. Patrons are limited to two 120-minute sessions on a workstation or a total of four hours per day.

IV. Responsibilities of Users

- A. Access, use, or dissemination of information via the Internet in the library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian. Because parents or guardians may feel that information available through the Internet is not suitable for viewing by children in their care, supervision is advised.
- B. Users should be aware that they are working in a public environment shared by people of all ages and sensibilities. Users will refrain from the use of Internet sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources.
- C. Library staff reserves the right to end Internet sessions when sexually explicit or pornographic materials are displayed. (See also Illegal and Unacceptable Uses). The sites that users have accessed may be visually monitored to ensure the library's policy is followed.
- D. Patrons are responsible for all printing and photocopying costs. Failure to pay for printing will result in loss of computer privileges. A charge of \$.10 per page will be charged for black and white printouts, and a charge of \$.50 per page will be charged for color printouts payable at the service desk.
- E. The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Patrons using library equipment and/or Internet are responsible for any infringement.
- F. Storage devices are available for use in the building at the service desk.

V. Choosing and Evaluating Sources

- A. Users should evaluate Internet sources just as they do print materials, questioning the accuracy and completeness of information.

- B. Users must use the Internet at their own risk realizing that beyond the library's home page and supporting documents they may encounter materials they find offensive.

VI. Supervising Children's Use

- A. Monona Public Library supports the right for each family to decide what appropriate Internet use is for their child(ren). The responsibility for what minors read or view on the Internet rests with parents or guardians.
- B. The library will make information available to help parents and guardians in their efforts to exercise their rights and responsibilities regarding their own children's use of electronic resources. For more information on children and the Internet see Child Safety on the Information Highway (<http://www.safekids.com>).
- C. Parents and children are encouraged to start their exploration of the Internet with the library's homepage and reference links.
- D. The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in the library.
 1. Use the Internet as a family. Join your children in Internet exploration.
 2. Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
 3. Encourage children to use sites recommended on the library's homepage and counsel them to avoid sites you consider unsuitable.
 4. Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
 5. Instruct children never to give out personal information (name, address, password, telephone number, credit card number) online.
 6. Provide children with guidelines on acceptable use of electronic resources, including email and social networking sites.
 7. Teach children to be good online consumers. As with print information, consider the source and accuracy of online information.
- E. Librarians are partners with parents in guiding children to safe and appropriate use of the Internet. MPL filters all Internet computers and wireless signals available through the library. Adult patrons age 17 years and older may elect to disable the filter for unrestricted Internet access for any lawful purpose that meets Monona Public Library guidelines. A valid South Central Library System card provides authorized access to

Monona Public Library computers for the use of our patrons. Parents and guardians are solely responsible for supervising their children's Internet sessions and for letting their children know if there are materials children should not use or view; library staff cannot monitor parental restrictions. The library assists parents and guardians who desire guidance for their children's use of the Internet through their technical expertise and guidance.

Monona Public Library staff provides guidance and assistance to children, parents and guardians in a variety of areas:

- Reference librarians provide suggestions and assistance in conducting online research and evaluation of Web sites.
- Monona Public Library website includes specially designed pages for children that contain links to recommended free and paid information resources in a variety of frequently requested topic areas.
- Individual help is provided as time permits in the use of applications on Monona Public Library website.

VII. Illegal and Unacceptable Uses of Library Internet

People may use the library computers only for legal purposes. Examples of unacceptable uses include but are not limited to the following:

- A. Harassment of other users and/or violation of their privacy.
- B. Any and all forms of bullying.
- C. Libeling, slandering, or maliciously offending other users.
- D. Violating copyright laws or software licensing agreements.
- E. Using another person's library card or misrepresenting oneself as another user.
- F. Obstructing other people's work by overuse of system resources.
- G. Attempting to modify or gain access to files, passwords, or data belonging to others.
- H. Attempting to crash, degrade performance of or gain unauthorized access to the library's computer systems and networks.
- I. Intentionally modifying or damaging equipment software or data belonging to the library or other users.

- J. Sending, receiving, or displaying text or graphics which are deemed inappropriate or harmful according to accepted community standards, or which disturb or disrupt the library use of other patrons.
- K. Viewing or sending child pornography is a federal offense and the City of Monona Police Department will be notified.
- L. Potentially exposing children to harmful materials as defined by Sec.948.11 Wisconsin Statutes. Sec. 948.11 of the Wisconsin Statutes, among other things, makes it a crime to expose children to pictures or images of nudity, sexually explicit conduct, or physical torture or brutality that appeal to the prurient, shameful or morbid interests of children, are patently offensive to prevailing adult standards regarding materials suitable for children, or lack serious literary, artistic, political, scientific or educational value for children.
- M. These restrictions also apply in email and social networking environments accessed through the library computers and the library's wireless network.

VIII. Compliance

If an individual or group of Internet users creates a disturbance that limits the effective use of the library by others, he/she/they will be asked to correct his/her/their behavior, disband, and/or leave the building as appropriate. Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state or federal laws.

Any person who enters or remains on library premises after losing their library privileges will be reported to the City of Monona Police Department for removal.

IX. Appeal Procedure

The library director may reconsider, if he/she so chooses and at his/her sole discretion, a decision to suspend library privileges upon written request, and if the information submitted by the patron warrants such modification. The director will respond in writing to the individual with a notice to the library staff and the library board president of the reconsideration decision.

X. Reevaluation of Monona Public Library Internet/Computer Policy and Guidelines

This policy will be reviewed and amended, if needed, on an annual basis.

Adopted by Monona Public Library Board November 20, 1996
Amended June 19, 2002
Amended April 19, 2016