

Mukwonago Community Library
Internet Policy
Approved March 2016

The Mukwonago Community Library endeavors to develop collections, resources and services that meet the cultural, informational, recreational, and educational needs of the community. To respond to this need the Mukwonago Community Library has installed an Internet access line for the use of its patrons. All Internet resources available in the library are provided to each patron wishing to access the Internet.

The Mukwonago Community Library does not censor or otherwise filter access to Internet materials or protect patrons from information they may find offensive. The Internet is a forum for many people and cultures. Not all sources on the Internet provide accurate, complete or current information. There are sexually explicit materials and other information resources which patrons may personally find controversial or inappropriate. Patrons are asked to avoid sites which are not appropriate for all ages.

The Library has no control over the millions of Internet users and the subject matter added daily to the Internet. Library users have the right to confidentiality and privacy. However, Internet users should be advised that because security is technologically difficult to achieve, electronic transactions and files could become public.

As with other Library resources, providing access to electronic information does not imply sponsorship or endorsement by the Library. It is, therefore, left to each user to choose what is individually appropriate and for parents or legal guardians to assume responsibility for their children's use of, and exposure to, the Internet through the Library's connection.

Rules for Computer and Internet Use

To maximize the availability of limited resources and to ensure fair access to all, customers are expected to follow the library's rules. Violation of these rules may result in loss of web access or library privileges. **Library staff has full authority to enforce these policies and procedures as well as policies related to general behavior in the library.**

- Each individual may use the computers/internet for up to 180 minutes per day. Even if that person has access to several cards, he or she may still only use up to 180 minutes per day.
- Patrons whose library card accounts are blocked because they owe \$10.00 or more in fines or fees will not be able to use the library's computers until the fines are below \$10.00.
- Patrons whose library cards have expired will not be able to use the library's computers/internet. Library cards can be renewed at the Circulation Desk as long as the conditions for renewal are met.
- Patrons must have their library card number and PIN to use the library computers or to print from any PC. For cardholders who do not have their pin, library staff will assist with obtaining their pin number.
- Users may send or receive web-based e-mail (Gmail, Yahoo Mail, Hotmail, etc.) using the Library's computers. Computer based e-mail (Outlook, Thunderbird, etc.) is not available.
- Patrons using workstations should not interfere with or disrupt other users. The equipment must be shared and used in a manner that respects the rights of others. Library staff has full authority to manage the use of equipment to achieve these ends. **Users must relinquish computers if a staff member asks them to do so.**
- While respecting the individual user's right to privacy, Library staff may monitor use of the Internet computers to ensure compliance with this policy. Staff may ask users to remove themselves from Library equipment if they observe behavior which they judge to be in conflict with this policy. Misuse or abuse of Library computers may result in suspension of computer access privileges.
- The Library is not responsible for the accuracy of information found on the Internet.
- The Library is not responsible for the security of information exchanged or transactions performed on the Internet.
- The reference staff will help a patron with software installed on library computers or Internet use as time permits.
- Patrons may not install or download software on Library computers without library staff permission.

- Copyright law prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. Any responsibility for consequences arising from copyright infringement or any other illegal use lies with the user. The Mukwonago Community Library assumes no responsibility for any damages, direct or indirect, arising from the use of its Internet connection or computers.
- There will be a charge for printing of any material from the Library's computers.
- Children less than 18 years of age must have written parental / guardian permission on file prior to Internet use.
- Use of the Library computers for illegal or inappropriate purposes is strictly prohibited. Improper use will result in immediate termination of use and may result in termination or suspension of Library privileges. In accordance with the policy on Data Retention of Library Records, the Library will release records, including those relating to the Internet, only as required by law.

Wireless (Wi-Fi) Use

Wi-Fi is available at the Mukwonago Community Library.

- Wireless users may experience fluctuating bandwidth on the libraries' public wireless, depending upon how many people are using the wireless connection and what they are downloading. Streaming video and some online games consume large amounts of bandwidth. Some areas of the library building may not be close enough to a wireless router and may have lower signal strength and slower speeds.
- The library is not responsible for the privacy of information you transfer over our network.
- Patrons are responsible for ensuring that your computer has security protection against viruses and other malware. You use the library's wireless network at your own risk.
- The library assumes no responsibility for damage, theft, or loss of a customer's equipment, software, data files or other personal property brought into or used at the library's facilities.
- Library staff is not able to provide technical assistance. You are responsible for your own equipment. The library does not take responsibility for any changes you make to your computer's settings and cannot make any guarantee about the compatibility of your equipment with the library's network.
- There is no guarantee that you will have wireless access at the library at any specific time or with any specific equipment. Service disruptions may occur, and some equipment may not be compatible.