

Mukwonago Community Library
Public Computers and Internet Access Policy
Approved: 21 March 2019

I. Scope of Policy

The Mukwonago Community Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the community. The Public Computers and Internet Access Policy relates to all types of computers and personal device usage on the premises of the library or on the library network. This includes but is not limited to: public computers, laptops and mobile devices using the library's wireless network, and laptops and mobile devices on other networks inside the library.

II. Responsible Use

The Internet is a worldwide network of information for many people and cultures and is continually expanding. Users may find that some sites are controversial, offensive, imprecise or unverified. The Mukwonago Community Library does not censor or otherwise filter access to Internet materials or protect users from information they may find offensive. Just as the library does not endorse any of the various viewpoints in its physical and digital collections, the library also does not endorse the accuracy of information or diverse viewpoints accessed through the Internet. Therefore, it is the responsibility of the user to choose and evaluate the content and accuracy of sources accessed via the Internet. Users are asked to avoid sites which are not appropriate for all ages. It is 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. 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.

The library assumes no responsibility for damage, theft, or loss of a user's equipment, software, data files or other personal property brought into or used at the library's facilities. The library also prohibits damaging or modifying the library's computer equipment, software, or network. The user who borrows any library equipment agrees to reimburse the library for damage including replacement if the equipment is lost or damaged while in the user's possession. The library does not take responsibility for any changes made to your device's settings and cannot make any guarantee about the compatibility of your equipment with the library's network.

Users on computer 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 those ends.

Additionally, copyright law prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of the Fair Use Act. Any responsibility for consequences arising from the copyright infringement or any other illegal use lies with the user.

III. Confidentiality and Security of Electronic Information

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. The Internet is not a secure medium and third parties may be able to obtain information about users' activities. Please use caution before providing any personal information over the Internet. Patrons are responsible for ensuring that your devices have security protection against viruses and other malware. You use the library's wireless network at your own risk. In accordance with the Library's Confidentiality and Privacy Policy, the USA Patriot Act and corresponding Wis. State Statute 43.30, the Library will release records only as required by the law.

See the Library's Confidentiality and Privacy Policy for more information in relation to patron privacy.

IV. Public Computer Use

- (A) Each individual may use the public computers for up to 180 minutes per day.
- (B) Users with fines exceeding \$10.00 or more will not have access to the library's computers until the fines are reduced to below \$10.00.
- (C) Users with expired library cards will not be able to use the library's public computers.
- (D) Users must have their library card number and PIN to use the public library computers or to print from any computer.

V. Wireless (Wi-Fi) Use

Wireless users may experience fluctuating bandwidth on the library's public wireless network, 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.

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.

Library staff has full authority to enforce these policies and procedures related to general behavior in the library.

Revision History

18 May 2017	Policy Created. Replaces Internet Access Policy.
1 March 2018	Reviewed by Policy Committee. No changes found necessary.
15 March 2018	Approved by Library Board.
21 March 2019	Removed Section IV, Paragraph E from the policy which stated “Children less than 18 years of age must have written parental / guardian permission on file prior to computer usage”.