Computer and Internet Usage Policy

I. Access

a. The Cadott Community Library offers access to electronic information and services, including the internet, in attempts to meet the personal, professional and educational needs of patrons of all ages. The internet, as an information resource, enables the library to provide information beyond the confines of its own collection.

b. Be considerate of others when viewing materials that may be considered offensive by other library users.

c. Patrons wanting to use library computers must read and accept the Computer and Internet Usage Policy statements when logging into their station.

   i. Computers are available on a first-come, first-serve basis. In order to make service available to as many users as possible, a time limit of one-hour is implemented. If there is no one waiting to use the computer, a patron may extend their session for an additional 30 minutes.. Daily log-ins may not exceed four times for a total of one hour per day.

   ii. Library staff reserves the right to extend the time limit if a patron requests such an exception at the beginning of their session for the purpose of educational or vocational testing, job research, or other potentially time consuming tasks.

II. Children's Restrictions

a. Minors (ages 15 and under) are required to have an Internet Agreement Policy waiver, signed by a parent or other legal guardian, before accessing library computers with their personal cards.

      b. Library staff cannot, and will not, act in place of parental influence to minors using library computers. Responsibility of what minors read, view, and access rests with parents and legal guardians.

III. Responsibility

      a. The library expects its patrons to use the internet responsibly and to respect the rights of others. Those who fail to do so will lose computer and internet privileges.

      b. When using the library computers it is important to note that charges apply for all prints and faxes from the public computers and time limits for computer use may vary according to the level of demand.

      c. The Cadott Community Library does not use filtering devices to control information accessed through the Internet. Some content may be offensive.

      d. When using the library computer or internet access, it is not acceptable to:

          i. Violate federal, state, or local laws and regulations, including those governing obscenity, child pornography, and materials harmful to minors.

          ii. Violate copyright laws or database license agreements

               1. Responsibility for any consequences of copyright infringement or violating license agreements lies with the user. 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.

               2. Title 17, U.S. Code prohibits the unauthorized reproduction or distribution or copyrighted materials, except as permitted by the principles or "fair use."

          iii. Display or print graphics or text that is obscene, child pornography or harmful to minors. (Wisconsin Statues 944.21 and 948.11)

          iv. Engage in any activity that is deliberately offensive or creates an intimidating, disruptive or hostile environment for customers or staff.

          v. Send threatening or harassing materials, and viewing, printing, distributing, displaying, sending, or receiving images, text or graphics of obscene materials or material that violates laws relating to child pornography.

          vi. Invade the privacy of individuals.

          vii. Degrade, alter or disrupt equipment or system performance.

          viii. Download or save to the hard drive.

          ix. Plug in non-library devices except USB devices that do not require software or driver installation.

          x. Gain unauthorized access to resources or entities.

          xi. Assume another's identity.

IV. General Restrictions

      a. All computer users are expected to use the electronic resources of the library in a responsible manner which included, but is not limited to, the following:

      i. Each computer user must log in with the MORE library card that they were issued. Logging in using another patron's name and library card number, with or without permission of the cardholder, is not permitted.

      ii. A cardholder who has a current library card, but does not have it in their possession when visiting the library, may request their information OR a guest pass via the circulation desk provided they present current identification.

      iii. A visitor who does not possess a MORE library card may receive a guest pass via the circulation desk.

      iv. Patrons are required to surrender their use of a library computer when requested to do so by the staff.

V. Wireless Internet Connection

    a. Free wireless internet access (Wi-Fi) is available at the Cadott Community Library. Patrons who have personal electronic devices (laptops, smart phones, hand held games, etc.) may be able to access a wireless connection from inside or around the perimeter of the library. Library rules and policies regarding general internet usage also apply to wireless access.

    b. In addition:

      i. The library cannot guarantee the internet speed or quality of connection.

      ii. The library's public wireless network is not secure. Virus, security and privacy protection are not provided by the library and are the responsibility of the patron.

      iii. The library assumes no responsibility for damage, theft or loss of personal equipment, software, data, files or other personal property used in or around library facilities.

VI. Privacy and Liability

    a. The library makes reasonable attempts to protect customers' 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. Internally, network administrators may monitor a person's internet use as a part of normal system maintenance.

    b. The library assumes no liability for any loss or damage to users' data or disks, nor for any personal damage or injury whatsoever incurred as a result of using the library's electronic resources. This includes, but is not limited to, damage or injury sustained from invasions of the user's privacy.

    c. The Cadott Community Library does not monitor and has no control over internet resources and content, nor does the library have complete knowledge of what is on the internet. Information may be reliable and current, or it may be inaccurate, out of date, or unavailable at times.

    d. Violation of library policy or regulations that govern the use of the computer and internet resources may result in suspension or loss of the privilege to use these

resources. Any illegal activity involving library resources will be subject to prosecution by the appropriate authorities.

    i. The Cadott Community Library's Rights Reserved:

       1. To terminate the user's session, without notice.
       2. To immediately suspend users from computer use for violating these rules and regulation, without notice.
       3. To limit the amount of computer time at any one setting, without notice.
       4. To limit the software available to users on the Cadott Community Library's computers and to deny the loading of user provided software.

Approved by the Board of Trustees on November 13th, 2017 (Updated: January 13, 2020)