

	<b>E. D. Locke Public Library</b>	
Page 1 of 5	<b>Public Computer Acceptable Use</b>	Revised and adopted December 2, 2003; May 1, 2006; August 7, 2006; March 3, 2008; November 4, 2013; January 4, 2016 May 2, 2016

The purpose of this policy is to ensure appropriate use of Internet Resources within the Library.

**Disclaimer**

The Internet offers access to ideas, information, and commentary from around the world that can be personally, professionally and culturally enriching. However, not all sources on the Internet are accurate, complete, or up-to-date. The Internet is a global entity that does not fall under the control or governance of any single agency, government or organization. The availability of networked information via library terminals does not constitute the library’s endorsement of the content of that information. The library does not warrant information found on the Internet to be accurate, authoritative, factual, timely or useful for patrons’ purposes.

It is possible that a patron may access information that they find personally offensive or disturbing. If a patron believes that information obtained via library terminals is inaccurate or offensive, the patron should contact the original producer or distributor of the information. 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.

The Library does not select the material on the Internet and has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. The authority to determine what is illegal content rests with the courts as defined in Wisconsin and federal statutes.

**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.**

**Supervising Children’s Use**

The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. E.D. Locke Public Library supports the right for each family to decide what appropriate Internet use is for their children. The responsibility for what minors read or view on the Internet rests with parents or guardians.

	<b>E. D. Locke Public Library</b>	
Page 2 of 5	<b>Public Computer Acceptable Use</b>	Revised and adopted December 2, 2003; May 1, 2006; August 7, 2006; March 3, 2008; November 4, 2013 January 4, 2016 May 2, 2016

While Librarians are partners with parents in guiding children to safe and appropriate use of the Internet, 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. In compliance with requirements of the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA), The E.D. Locke Public Library 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 the Library’s guidelines. A valid South Central Library System card provides authorized access to the E.D. Locke computers for the use of our patrons.

**Library Assistance**

As it does with other library resources, the library staff will provide *basic* training on *the use of* electronic resources.

The Library will also make information available to help parents and guardians in the efforts to exercise their rights and responsibilities regarding their children’s use of electronic resources. Parents and children are encouraged to start their exploration of the Internet with the library’s website and Reference Links on the Youth Programs page. Parents/guardians and children are also encouraged to read Child Safety on the Information Highway (<http://www.safekids.com/child-safety-on-the-information-highway/>), jointly produced by the National Center for Missing and Exploited Children and the Interactive Services Association.

**Guidelines for Computer Use**

The library staff may impose restrictions, such as time limits, on the use of library equipment. While respecting the individual user’s right to privacy, library staff reserves the right to monitor use of computer workstations to ensure compliance with this policy.

If an individual or group of Internet users creates a disturbance that limits the effective use of the library by others, they will be asked to correct their behavior, disband, and/or leave the building as appropriate. Violations of the rules outlined in this policy may result in the loss of computer privileges. The duration of suspension depends on the severity and frequency of the unacceptable behavior, and is determined by the Library Director.

	<b>E. D. Locke Public Library</b>	
Page 3 of 5	<b>Public Computer Acceptable Use</b>	Revised and adopted December 2, 2003; May 1, 2006; August 7, 2006; March 3, 2008; November 4, 2013 January 4, 2016 May 2, 2016

Computers are available only during open library hours. Computers can be scheduled either on a walk-in basis or up to 7 days in advance. If a patron is 10 minutes late for their reservation, the reservation will be lost.

Users seven years or younger must be accompanied by a parent, legal guardian, caretaker or sibling over 12 years of age when using a computer.

All of the computers are available for 120-minute time slots. A user is granted up to 120 minutes of computer time per day.

A library card is required for use of the computers. Library staff will not look up library card numbers for computer use. Guest passes may be issued to individuals who do not have a library card if they are 17 or older and have a valid ID (such as a current driver’s license) which includes their full name and date of birth.

Library cards are not transferable between patrons; the patron using the computer must use his/her own card and not someone else’s.

Users assume responsibility for personal belongings during computer use. Personal belongings should not be left unattended.

Personal devices such as Flash drives, cameras, MP3 players may be used. The library will not be responsible for injuries or damages to personal devices resulting from computer use.

Users access the library computer hardware, software and documentation at their own risk. The E.D. Locke Public Library is not responsible for equipment malfunction, loss of data, any damages to the user’s discs, data etc. or electronic transactions of any type which are related to the public use of library computer resources.

Documents, files or software may be only temporarily saved or downloaded to the hard drive of the library’s computers. They may be saved to a personal device belonging to the user.

	<b>E. D. Locke Public Library</b>	
Page 4 of 5	<b>Public Computer Acceptable Use</b>	Revised and adopted December 2, 2003; May 1, 2006; August 7, 2006; March 3, 2008; November 4, 2013 January 4, 2016 May 2, 2016

Users should respect the privacy and space of other users by not moving chairs or looking at others' monitors.

### Legal and Acceptable Uses

The library's computers may be used only for legal purposes. Users of all ages must abide by the following restrictions. Unacceptable uses include, but are not limited to the following:

- Transmitting threatening or harassing materials.
- Libeling, slandering or maliciously offending other users.
- Not respecting the privacy of others by misrepresenting oneself as another user.
- Attempting to modify or gain access to files, passwords, or data belonging to others.
- Attempting to crash, degrade performance of or gain unauthorized access to the library's computer systems and networks.
- Modifying or damaging equipment, software or data belonging to the library or other users.
- Exposing children to harmful materials. *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 to children, or lack serious literary, artistic, political, scientific or educational value for children.
- Intentionally sending, receiving or displaying text or graphics that are considered inappropriate for public viewing.
- Illegal uses of the computers may also be subject to prosecution by local, state or federal authorities.

The library reserves the right to monitor access to the Internet to ensure compliance with this policy.

Library staff will ask users to end their access to the Internet if they observe behavior in conflict with this policy. Library staff reserve the right to end Internet sessions when sexually explicit or pornographic materials are displayed or when a user has violated this policy. Users may be banned from future access to the Internet based on the infraction and the number of times the infraction has occurred. The first offense will result in being banned from library Internet

	<b>E. D. Locke Public Library</b>	
Page 5 of 5	<b>Public Computer Acceptable Use</b>	Revised and adopted December 2, 2003; May 1, 2006; August 7, 2006; March 3, 2008; November 4, 2013 January 4, 2016 May 2, 2016

access for at least one month; the library director shall determine the repercussions of further offenses. Library staff shall notify the police of willingly unlawful behavior

Library customers whose cards have been blocked will lose public access computer privileges until the condition causing the block has been resolved.

**Copyright**

U.S. Copyright law (Title 17 US Code) prohibits the unauthorized reproduction or distribution of copyrighted material, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials, including electronic mail, text, images, programs, or data, without explicit permission of the copyright holder. Any responsibility for the consequences of copyright infringement lies with the user. The library expressly disclaims any liability or responsibility resulting from such use. 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.

**Compliance**

Failure to comply with this policy or with library staff directions may result in restriction or termination of a user’s library privileges and may result in prosecution under local, state, or federal laws.

**Appeal Procedure**

The Library Director may reconsider a decision to suspend library privileges upon written request of the patron 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.

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