

Village of Kewaskum Public Library
Computer/Internet Use Policy

The Kewaskum Public Library provides access to the internet to offer a wealth of educational, recreational and cultural information that vastly increases the resources available to library users. It is the user's responsibility to choose which resources to access. Be aware that the internet is unregulated and materials accessible through it may be inaccurate, incomplete, outdated, biased, inappropriate or offensive. Since Kewaskum Public Library has no control over the content, individuals use it at their own risk. Users are cautioned to access and evaluate materials online as they would a print resource.

Use of the computers and internet is a privilege, not a right, and inappropriate use will result in a suspension or cancellation of this privilege. Inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution.

User Responsibilities

- Use computer/internet resources for educational, informational and recreational purposes only. These computer workstations are not to be used for illegal, unauthorized or unethical purposes.
- Respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system or damaging or altering software components of any network or database.
- The library cannot assure that e-mail data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.
- The use of the internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.
- The Kewaskum Public Library does not filter access to material that may be considered offensive and/or inaccurate. It is expected that patrons will surf responsibly; parents are responsible for content their children download.
- Viewing websites featuring graphic violence, sexual content and use of offensive language is not appropriate in a public library. Because this is a public building, welcoming visitors of all ages, inappropriate use of wired or wireless internet viewing will not be tolerated.
- Patrons must have a valid library card (i.e., an unexpired card with \$5.00 or less in overdue fines) in order to use the public computer terminals. If a patron does not have their card with them, staff may log the patron onto the computer by looking up the patron's library card number with proper photo identification.
- Minors ages 12-17 are required to have parental permission before using computers with the internet. Children under the age of 12 may use a computer only when seated next to a parent or legal guardian who has a valid library card.
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.

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- Users will respect the rights and privacy of others by not accessing private files.
- Users agree not to incur any costs for the library through their use of the internet.
- Users shall not create and/or distribute computer viruses over the internet.
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.
- Access to the computers and internet can be restricted at any time for use not consistent with these guidelines.

The first time a child or adult is found by library staff misusing the library's computers or internet, privileges will be suspended for the day. If a person is found a second time misusing the computers or internet, computer/internet privileges will be suspended for three months. The third time, a person will no longer have computer and internet privileges at Kewaskum Public Library. Each time, an incident report will be completed, and the Library Director will notify the person in writing of when and why their privilege was suspended in addition to when they will be able to come back to use the computer/internet workstation. Patrons who lose their computer/internet privilege may still check materials out from the library.

To gain access to a computer/internet workstation, patrons must click the agree button when logging in with their library card and pin. By clicking agree, the patron is indicating they have read the terms and conditions of Kewaskum Public Library's computer/internet use policy and understand their significance. Patrons with fines over \$5 will not be able to log in until the fine is paid. The issuance of a guest pass to access a computer with internet to bypass any fines will not be permitted.

Patrons must have their own library card to use a computer/internet. Patrons found to be logged in under another patron's card will have their session terminated immediately by staff.

If library users who want or need access to computers/internet and do not have a valid card from a Monarch Library (i.e. The patron is from another state or visiting a friend or family in the area.), library staff shall log the patron in as a guest. Guests must present current photo identification and identification stating their current address of residency.

On a limited basis the library staff will assist patrons with computer/internet use as time permits but will not be familiar with every application that a person might wish to use. The library staff is not able to train people on how to use the computers/internet.

Because of the many different internet applications available, it is not possible to provide complete technical support.

Users wishing to print a paper copy of information from the internet will be charged \$.10 for each black and white page and \$.25 for each color page printed.

The public internet computers are shut off 10 minutes before the library closes.