

## **Marshall Community Library Library PC and Internet Acceptable Use Policy**

### **Purpose:**

The Marshall Community Library provides access to a broad range of information resources through the Internet. The Library makes these resources available as part of our mission to fulfill individual informational needs for day-to-day living, cultural educational and leisure pursuits. The Library's mission and policies strive to serve people of all ages, at all levels of need.

### **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. It is possible that library patrons might access information that they find personally offensive or disturbing. 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 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 each patron's purposes. If any patron believes that information obtained via Library terminals is inaccurate or offensive, the patron should contact the original producer of the information.

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

Access, use, or dissemination of information via the Internet while 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/guardians may feel that information available on the Internet is not suitable for viewing by children in their care, supervision is advised while children use the Library terminals.

The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Library staff cannot act in the place of parents/guardians in providing direct supervision of children as they explore the Internet.

### **Use and limitations:**

1. Computer use can be scheduled on either a walk-in basis or in advance.
2. A valid Library card must be presented to the Library staff before each use of the computers. Valid means a card that has not expired, is not noted as "LOST" or

has no blocks regarding accurate information or has fines or household fines of LESS than \$10.00.

3. An adult must accompany children under the age of 11 in order to use the Internet.
4. Patrons are allowed 30 minutes per session (unless no one is waiting). However, the Library staff may limit a patrons' total use time when deemed necessary to meet PC use demands of all patrons.
5. While the Library allows email accounts, the user must be proficient in setting up and maintaining that account with out excessive help from the staff.
6. A printer is available for patron use on each of the Library PC's. Patrons must pay .10 per side for 8.5 x 11 black/white pages, .25 for legal size and .50 for 11 x 17. Color printouts cost .25 for 8.5 x11, .50 legal size and 1.00 for 11 x 17.
7. Color or large size printouts can be made by either emailing the library staff the documents in their final form at [staff@marlib.org](mailto:staff@marlib.org) or providing an external USB drive compatible with the current copier. Payment MUST be made in advance before any printing is done. NO EXCEPTIONS allowed. The library will not print documents that are not prepaid, and will not add the cost to a patron's library account.
8. Patrons may not:
  - A. Change configurations, set up, desktops, screen savers, or any other control on Library computers. Patrons found to be attempting such behavior will be denied PC privileges at the Marshall Community Library and suspension of access will be noted on their Library record. Resumption of Internet access will be at the discretion of the Library Director and/or Library Board.
  - B. Transmit threatening or harassing materials
  - C. Libel, slander or maliciously offend other users
  - D. Misrepresent oneself as another user
  - E. Attempt to modify or gain access to files, passwords, or data belonging to others
  - F. Expose 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 for children, or lack serious literary, artistic, political, scientific or educational value for children.

G. Expect the Library staff to conduct internet searches for them, or expect Library staff to lead them in step by step use of the PC and/or internet. Patrons will be informed of upcoming classes that teach these skills.

9. These restrictions also apply to email, and other forms of direct electronic communication accessed through Library computers.
10. If an individual or group of Internet users creates a disturbance or atmosphere that limits the effective use of the Library PC's by others, they will be asked to correct their behavior, disband, or leave the building.
11. To the extent practical, steps shall be taken to promote the safety and security of users of MCL's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
12. Illegal use of computers may also be subject to prosecution by local, state, or federal authorities.
13. Inappropriate use of the internet computers will result in the patron losing internet use privileges : 1<sup>st</sup> occurrence = 30 days (notation to be placed into patron record), 2<sup>nd</sup> occurrence = permanent revocation of internet use at MCL. (Notation will be placed into patron record.)
14. It is the policy of MCL to comply with the Children's Internet Protection Act (CIPA). In compliance with CIPA, MCL will filter all Internet computers and wireless signals available through the library to prevent access by minors to inappropriate matter.
15. If internet users believe that a website has been blocked inappropriately, they may report it to the staff, and staff may provide a user code to allow them to bypass the block. If internet users believe that a website that is not blocked should be blocked, they may report it to the staff, and staff will report the site to the employed internet filtering solution.

# Wireless Access at Marshall Community Library

## **I. WIRELESS SECURITY.**

- A. The Library's wireless network is an open network, and therefore not secure. The Library cannot guarantee the safety of your computer's communication across its wireless network.
- B. The Library assumes no responsibility for the configurations, security or files on your laptop or wireless device resulting from connecting to the Library's network. Information sent to or from your wireless device can be intercepted by anyone else with a wireless device and appropriate software, within the range of the Library's wireless access point.

## **II. WIRELESS TECHNICAL SUPPORT.**

- A. The Library is unable to provide technical assistance to you regarding wireless access, and there is no guarantee that you will be able to make a wireless connection. If you need assistance, contact the manufacturer of your wireless device or software.
- B. The Library is not responsible for any changes you make to your computer's settings, and recommends that you copy or make a note of any settings before you change them.

## **III. USING WIRELESS IN THE LIBRARY.**

- A. If bringing your own wireless device to the library, it will need to have built-in WiFi or you will need to install your own WiFi networkd card. The Library does not have portable wireless devices available for public use.
- C. Most WiFi equipment will be compatible. However, the Library makes no guarantees as to compatibility of your hardware with the Library's network.
- E. Printers are not part of wireless accessibility in the Library. If you need to print, you will need to save your work to a USB device, then log in to a public PC and send your print job(s) to the printer.

While respecting the individual user's right to privacy, Library staff can and will monitor use of the PC workstations and patron laptop computers to ensure compliance with this policy.

## Copyright

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This policy will be reviewed and amended if needed, on at least an annual basis.

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