

## **ELECTRONIC RESOURCES & INTERNET POLICY**

The Town Hall Library develops collections, resources, and services to meet the cultural, informational, recreational, and educational needs of its patrons. It is within this context that the Town Hall Library offers access to the internet and other electronic resources. The internet, as an information resource, enables the Library to provide access to ideas, information, and commentary from around the globe. While it offers access to a wealth of materials that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some materials that may be considered controversial or inappropriate.

The Town Hall Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content. Not all sources on the internet provide accurate, complete, or current information. The patron must take responsibility for determining the validity of information. The internet may not be a secure medium for transmitting data or personal information such as name, address, or credit card numbers. Patrons who reveal this information while using electronic resources do so at their own risk. The Library is not responsible for any damages, direct or indirect, arising from patron use of its internet connection. Parents and guardians, not the Library or its staff, are responsible for their children's use of the Library's computers and internet service, as well as the information and content their child accesses. The Library offers computers with internet ("Internet Stations") and wireless internet to its patrons. To use an Internet Station or wireless internet, a patron must follow these rules:

### **General Rules**

Patrons must not use the Library internet service in an unacceptable manner. Examples of unacceptable use include, but are not limited to:

- destroying or damaging equipment or software
- altering software or hardware settings and configurations
- trying to gain access to passwords, files, and data belonging to others
- harassing others
- posting libelous content
- violating copyright law or licensing agreements
- committing illegal or criminal activity
- viewing, sending, receiving, or displaying lewd, obscene, or indecent materials (per Sec. 944.23 Wis. Stats.) or exposing children to harmful and obscene material (per Sec. 948.11 Wis. Stats.)
- Patrons must pay the Library for any documents they print. Payment is due at the time of printing. Printing will be charged per page.

## **Internet Station Rules**

- Patrons must have a library card in good standing or a guest pass.
- Any cardholder with \$10.00 or more fines and/or fees on their card may not be able to use the public internet computers. Suspension rules of other libraries honored at all CAFÉ Libraries.
- Patrons under 18 years old must have a Permission and Release Form for Internet Access Use signed by a parent or guardian on file with the library.
- No patron may use another person's library card or guest pass.
- Patrons must agree to and accept the Electronic Resources & Internet Policy before using the internet.
- Internet Stations are available on a first-come, first-served basis. Library staff may set a time limit if others are waiting to use an Internet Station. If no one is waiting to use the computers, a patron may continue to use the computer until another patron wishes to do so.
- A maximum of two people may use an Internet Station at one time, except in the case of parents/guardians supervising patrons under 18 years of age at an Internet Station.
- Patrons must respect the privacy of others and not interfere with other patrons' use of Internet Stations.
- Patrons must be able to use Internet Stations independently. While Library staff may occasionally help patrons with basic computer use, they will not provide in-depth troubleshooting or training.

## **Wireless Internet Rules**

- Patrons must agree to and accept the Electronic Resources & Internet Policy before using the wireless internet.
- Patrons must be able to use wireless internet independently. Library staff will not provide instruction or training, configure a patron's electronic device, or install any device or software on a patron's electronic device.

## **Violations**

Violation of this policy is misconduct that can result in expulsion from the Library and forfeiture of Library privileges, as detailed in the Library's Appropriate Behavior Policy. The Library reserves the right to end a patron's use of Internet access if the patron violates this policy. Patrons who cause damage to any Library equipment or materials must pay the Library's repair or replacement costs.