

Town Hall Library Policy Manual	Equipment Use Policy	Issued: 2000 Revised: 2011 Revised: January 2016 Revised: February 2021
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A valid Town Hall Library or Bridges Library System/Café Member Library card is required to use most equipment at Town Hall Library. Guest passes for Public Internet Computers are reserved for guests, and patrons with library cards need to use their individual card numbers for access. Patrons can replace lost cards, but if more than one replacement card is issued within a calendar year, a \$1.00 fee may be charged.

Public Internet Computers are available on a first-come, first-served basis. A 30-minute time limit will be observed if there is a queue for use. Time is limited to 120 minutes per day per patron. Library staff will provide general assistance but cannot provide training.

Use of printers is fee based, and the user is responsible for paying for their printed copies.

A public photocopier is available for use, and is fee based. The copy machine user is responsible for paying for their copies. Under Federal Law there are copying restrictions on copyrighted materials that users need to abide. Violations are the responsibility of the copy machine user.

Town Hall Library is not responsible for injury or damage to personal items resulting from the use of library equipment.

<p style="text-align: center;">Town Hall Library Policy Manual</p>	<p style="text-align: center;">Electronic Resources & Internet Use Policy</p>	<p>Issued: 2000 Revised: 2013 Revised: February 2021 Revised: March 2025</p>
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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 damage, 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 of 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 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.

INTERNET USE AGREEMENT

I understand and will abide by the Merton Town Hall Library's Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, and appropriate legal action may be taken.

As the parent or guardian of this individual, I accept full responsibility for my child's use of the Merton Town Hall Library's Internet service and agree to oversee my child's use of this service. I have read the attached Internet Use Policy, and I understand that the library's access to the Internet is intended and designed for educational and informational purposes. I will not hold the library responsible for materials or information acquired by my child through the use of the library's Internet service. I hereby give permission for my child to use the library's network for Internet access and certify that the information contained on this form is correct.

Parent/Guardian Signature

Date