



Internet and Computer Use Policy Adopted: August 20, 2023

Revised:

Purpose

Prescott Public Library is committed to providing access to informational, educational, recreational and cultural resources for all library users. The Library provides access to the Internet through library computers connected to the Internet, and through wireless Internet access.

Responsibilities of Users

Users should be aware that they are working in a public environment shared by people of all ages and sensibilities. Users should refrain from the use of internet sounds and visuals which might disrupt the ability of other library users to use the library and its resources. Library users are individually responsible for their own access, use, or dissemination of information via the internet in the Library. In the case of minors, use of library computers and the library's wireless network is a joint responsibility of the user and the parent or guardian.

The Library does not guarantee the accuracy, authenticity, or currency of the information located by the user. It is the responsibility of the user to evaluate information found on the internet just as they do print materials, questioning the accuracy and completeness of the information. Users must use the internet at their own risk, realizing that beyond the Library's website, web-based services, and social media pages they may encounter material they find offensive. The Library cannot be responsible for security of personal information shared on or with non-library sites.

Responsibilities of the Library

The Library strives to maintain internet access via library computers, networks, and wireless access at all times the Library is open. Short downtimes do occasionally occur, and will be announced ahead of time whenever possible.

The Library makes reasonable attempts to protect patrons' rights to privacy and confidentiality. However, in general, electronic communication is not absolutely secure and networks are sometimes susceptible to outside intervention. In addition, there exists a possibility of inadvertent viewing of computer activity by nearby computer users. Absolute privacy in using the internet in the Library cannot be guaranteed.

Computer use information, as well as library cardholder information, is confidential. All files are removed and internet search history is deleted from library computers as the user logs out of a workstation.



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Wireless Internet Access

The Library's wireless network (Wi-Fi) is offered as an unsecure wireless network. Users should use wireless access accordingly. In using the Library's Wi-Fi, the user is subject to the same rules and regulations that apply to use of library computers.

- The Library does not require patrons to register or use a password to access the Wi-Fi.
- Library patrons wishing to utilize the Library's Wi-Fi must have their own device.
- There is no guarantee that a wireless connection can be made or maintained.
- Prescott Public Library is not responsible for any loss of information or damage that may occur, either directly or indirectly, to any personal equipment or data.
- Patrons utilizing the Library's Wi-Fi must comply with all other policies of Prescott Public Library, including but not limited to this Internet and Computer Use Policy.
- The Library reserves the right to terminate any wireless network connection in accordance with federal, state, and local laws, regulations, and policies.

Computer Assistance

Library staff can assist users with library computers, printers, library software, and general internet use, and can also verify that the library's networks are functional. Library staff may be able to assist users with laptops, phones, e-readers or other wireless devices or answer software questions. Patrons who request assistance with their devices hold the Prescott Library harmless for liability. In the event that a user needs extra time or assistance, Library staff may direct users to library resources, internet resources, or training classes that can help users explore software or wireless devices.

Supervision of Use by Children and Teens

The Library supports the right for each family to decide what appropriate internet use is for their children and teens. Use of the internet presents an opportunity for each family to discuss sites and content they feel are appropriate or inappropriate. The Library does not serve in loco parentis (in place of a parent). Library staff cannot act in the place of parents in providing constant care and supervision of children as they explore the internet. The responsibility for what minors read or view online rests with the parents or guardians. Library staff will provide assistance in determining search strategies and finding or evaluating sites. Library staff may restrict minor use of library computers at the parent's request. If a parent wishes to limit their child's access to Library computers, they should fill out an "Internet Opt-Out" form.

Guidelines

Patron time on the computers is managed by an automated system. All computer usage is on a first-come, first served basis. Users get 120 minutes of computer time per day on the public use computers. If there is no one waiting and there are open and available computers or extenuating circumstances, Library Staff may extend that time even farther.



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- Each user must log in with the MORE card that they were issued. Logging in using another patron's name and library card number permission is not permitted unless special arrangements have been made with the library.
- A library patron or visitor who does not have a MORE library card may log in using a Guest Pass.
- Public library computers will automatically shut down ten minutes before closing.

Illegal and Unacceptable Uses

People may only use the Library's computers and networks for legal purposes. Examples of unacceptable uses include but are not limited to, the following:

- Violating federal, state, or local laws. This includes laws governing obscenity, pornography, and materials harmful to children.
- Harassment of other users and/or staff.
- Violation of privacy or other users and/or staff by accessing their data or by harming, modifying or destroying data.
- Violation of copyright laws or database license agreements.
- Exposing children to harmful material, as outlined in [§948.11](#) of the Wisconsin State Statutes.
- Damaging or disrupting equipment, system performance, or data that belong to the Library or other users.
- Downloading or uploading large amounts of data or large files that monopolize the bandwidth or the library network.
- Causing excessive congestion of the network or interfering with the use of others.
- Placing or altering files or programs on library-owned computers.
- Gaining or attempting to gain access to resources or entities that are unauthorized.
- Making unauthorized changes to the setup or configuration of library software or hardware.
- Non-compliance of any of Prescott Public Library's rules or policies including but not limited to any rules of behavior.

Illegal uses of the library's computers or networks may also be subject to prosecution by local, state or federal authorities. Violations of our Computer and Internet Use Policy may result in immediate removal from the Library. Infractions that are unacceptable but not illegal may result in restrictions of library use as follows:

- A first offense will result in a verbal warning and a reminder of the rules and regulations.
- A second offense will result in a verbal warning and a note placed on the user's record. If the user is under age 18, their parent or guardian will be notified. If the violation warrants removal, the patron may be asked to leave the Library for that day.
- A third offense will result in the patron being blocked from using Prescott Public Library computers and may be barred from using the Library for a period of time as determined by the Director.



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- The Library may choose to terminate computer use for any patron who has a pattern of behavior, that would be considered a violation of our policies or procedures. If the patron has a history of non-compliance, the Library does not need to wait for a third warning to bar usage to computers.

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.

Copyright

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



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Appendix A: Internet Opt-Out Form

Youth's Name (please print full legal name) _____

As the parent or guardian of this minor child, I request that my child NOT be given access to the Internet through their MORE library card at Prescott Public Library. I understand that it also means my child will NOT have access to the library online research database resources. My child will still have access to the online catalog.

Parent/Guardian Signature

Parent/Guardian Name (please print)

The internet opt-out option is also included in the MORE Registration form when patrons sign up for a library card.