

Muscoda Public Library

Computer and Internet Use Policy

Philosophy

Muscoda Public Library provides access to computer resources including computer equipment, databases, a variety of software, and the Internet. Except for charges for printouts, computer use is free. Computer users must follow all local, State, and Federal laws and be in compliance with this policy.

Computer users should not expect privacy while using library computers. The open nature of the facility exposes all patrons to computer screens. In addition, the library reserves the right to monitor computer usage by physical or electronic means in case of suspected violations of this policy.

Eligible Users

Regular Public Access Computers:

1. Adults (including visitors to the community).
2. Young adults between the ages of 11 and 18 whose parent or guardian signs a "Computer Use Agreement" form. The form must be signed by the parent or guardian in the library and a sticker will be placed on the minor's library card.
3. Children under 11 who are supervised by a parent or guardian while on the computer. Patrons must also be in good standing to use Public Access Computers.

Public Access Laptops:

1. Library laptops are available in the small study room.
2. Laptops are first come, first serve and may be reserved at the circulation desk by patrons meeting the same eligibility requirements as for Regular Access Computers. Patrons must also be in good standing to use Public Access Laptops.

Wireless Internet Access:

1. Wireless access is provided for patrons with personal laptops, tablets, and mobile devices. The wireless signal is an unsecured network (PublicLibrary). The library is not responsible for damage to personal devices or information due to wireless use on personal devices.
2. The library can not and will not monitor Internet usage of minors who bring their own devices.

Time Limits

Public access computers are available during regular library hours, on a first-come, first-served basis. Those using a computer will have a minimum use time of 2 hours. After two hours, use may continue, but if anyone else is waiting, the user will make the computer available within 5 minutes of being informed by library staff that another person is waiting. If there is high demand and limited number of computers, customers are limited to one session per day unless there are unused computers available. Exceptions may be made by the library staff for persons doing school work or extensive research.

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Computer Use – General Policies and Prohibitions

1. Users may not upload or download software onto library computers without permission from the Library Director.
2. Users may not store files on the hard drive of library computers. Files to be attached to email may be saved to the desktop temporarily, but any files saved by patrons must be deleted upon the end of each session.
3. The library is not responsible for damages to equipment or data on a user's personal device due to use of data downloaded from a library computer or via library Internet.
4. Earphones must be used by those using sound on computers.
5. Users are prohibited from attempting to circumvent computer security.
6. Library computers will automatically shutdown at closing time and any in-process work will be lost. It is the user's responsibility to save any work prior to shut down.

Internet Use – General Guidelines

1. The library does not endorse or verify the accuracy of any information obtained through the Internet.
2. Parents who sign a Computer User Permission Form (see Appendix) for their child(ren) to use library computer resources must recognize that library staff cannot monitor their use of the Internet.
3. Because of the variety of Internet resources, library staff can provide only limited instruction and assistance.

Internet Use – Prohibited Acts

1. Display of text or graphics which may be reasonably construed by other patrons or staff as unwanted exposure to sexual content and, thus, constitute harassment and possible police involvement.
2. Downloading files to a computer's hard drive without permission from library director or appointed library staff.
3. Changing the Internet home page or other settings including screen savers.
4. Seeking unauthorized access to any computer system.
5. Misrepresenting oneself as another user or seeking access to another user's data.
6. Damaging or altering software components of any network or database.
7. Incurring any cost for the library through Internet use.
8. Violating copyright laws.
9. Using the Internet for purposes that are illegal under any local, State or Federal law.

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Consequences of Prohibited Behavior

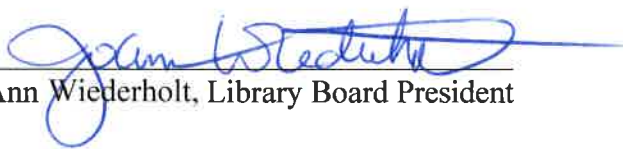
1. Depending on the nature and severity of the offence, users may lose computer privileges or all library privileges at the discretion of the Library Director. The Director's decision may be appealed in writing to the Library Board, but privileges will remain suspended until the Board hears the appeal.
2. Users will be charged the cost of repair in the case of damage to a library computer's hardware or software.

Administration of This Policy

The Library Director is responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 26th day of July, 2006, and reaffirmed on the 16th day of December, 2024.



JoAnn Wiederholt, Library Board President

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APPENDIX

Muscoda Public Library Computer Use Permission Form

Every individual using public Internet service at the Muscoda Library must respect the rights of other library patrons and the family environment of the library. Parents are encouraged to supervise their children's Internet sessions. Since the Muscoda Library does not filter access to materials, all patrons under the age of 18 who use the Library's computers must have their own Muscoda Library Card in good standing with a computer use label attached. A computer use permission slip must also be on file, signed by their parent or guardian.

Patron's Name: _____

Parent's signature: _____ Date: _____