

## **COMPUTER AND INTERNET USE**

The Amery Area Public Library provides access to the Internet and to electronic resources as part of its mission to offer informational, educational and recreational resources to library users of all ages. The library expects use of its computers to conform to this purpose.

### **Using Library Computers**

While respecting individual users' right to privacy, library staff reserves the right to monitor use of Internet workstations to ensure compliance with this policy. Staff may ask users to discontinue using library equipment if they observe any behavior inconsistent with this policy. Misuse of library computers or Internet access may result in loss of computer privileges and/or loss of library privileges.

- A MORE library card in good standing is required for patrons wishing to use a computer. Individuals with library fines in excess of \$10.00 will not be permitted to use the computers. Patrons must use their own library card to log on to a computer.
- The Amery Area Public Library uses a computer reservation system to manage access to its computers. The system requires library patrons to log on to the library's computers using their MORE library card number and birthdate. Once a patron is logged on, an automated timer keeps track of the session length and ends the patron session at the conclusion of his or her allotted time. The system also allows patrons to reserve a space in line for the next available computer.
- Library patrons will be allowed an initial session length of one hour. Library patrons may extend their session for an additional two hours if no other library patrons have reserved use of a computer. Patrons may use the library's computers for a maximum of three hours per day.
- Computers are available on a first-come first-served basis. The library does not take reservations for computer time in advance.

Misuse of the computers includes but is not limited to:

- Sending, receiving or displaying text or graphics that violate federal, state or local laws or regulations or that may reasonably be construed by library staff as offensive to the public.
- Mishandling, damaging or tampering with computer equipment, software or settings.
- Violating copyright laws and software licensing agreements.
- Installing or downloading software.
- Circumventing security measures in place.

- Misrepresenting oneself as another user.
- Failing to pay for printing.

### **Internet Safety**

The Amery Area Public Library assumes no responsibility for the use of the Internet by children. The library does not use filtering software on its computers. Library staff cannot act in the place of parents in providing supervision of children as they use the Internet. It is the responsibility of a child's parent or guardian to determine what is appropriate. The Amery Area Public Library requires that children under the age of 12 must be accompanied by a parent, guardian or other responsible adult when using the Internet; or must have a signed parental permission slip on file at the library.

### **Printing**

Library computers are networked to a printer. The cost for printing is \$0.10 per page for black-and-white, \$0.25 for color. Failure to pay for printing will result in the loss of computer privileges.

### **WiFi**

Free wireless Internet access (WiFi) is available throughout the library. The library's wireless network is not secure; no password is required to access the network.

*Approved by the Board of Trustees of the Amery Area Public Library, December 7, 2015.*