River Falls Public Library
Internet and Computer Use Policy

Approved: 2/2/1998, Amended: 2/1999, 6/2000, 10/2001, 9/2004, 11/2005, 11/2006, 11/2019

Overview
The Library provides Internet access on library computers and wireless network. The Internet is a global telecommunications network that connects computers and other devices to the World Wide Web. Access to the Internet which increases availability of resources and provides access to information outside the scope of the regular library collection. The public 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. Provision of access does not imply sponsorship or endorsement.

The River Falls Public Library does not restrict Internet access or protect users from encountering images or ideas that are controversial or inappropriate. Library staff do not serve *in loco parentis* (in place of a parent). The Library supports parents and guardians in their efforts to exercise their rights and responsibilities regarding their children's use of electronic resources by providing assistance in determining search strategies and finding and evaluating sites. For more information on children's Internet safety see content on SafeKids.org, Safe.Teens.com and ConnectSafely.org.

People may not use library computers for illegal purposes, i.e. copyright infringement, accessing pornography, etc.

Computer assistance
Library staff is available for basic assistance as time allows, but must also serve other library customers. Library staff can demonstrate the use of an Internet browser to access useful Internet sites, but will not be familiar with every application. Because of the many different Internet applications available, library staff cannot provide technical support for all sites on the Internet. Computer users who would like extensive help or training are encouraged to look for educational classes elsewhere in the community.

Library staff may be able to assist users with personal laptops, phones or other devices but cannot be expect to know every device and platform. Patrons who request assistance with their devices hold the City of River Falls and their employees harmless for liability. Staff may at times need to refuse to assist users with their personal devices.

Liability
River Falls Public Library assumes no responsibility for direct or indirect results of access to the Internet through the library on both the library-owned computers and patron-owned computers on the wireless network. Users access the library computer hardware, software, and documentation at their own risk. The River Falls Public Library assumes no liability for any loss or damage to users' hardware, software, data or disks, nor for any personal damage or injury incurred as a result of using the Library's electronic resources or wireless network. This includes, but is not limited to, damage or injury sustained from invasions of the user's privacy. Patrons enter any credit card, personal, or financial information at their own risk.

Printing and copier charges and copyright law
The Library charges for printing and copying. Printing charges are listed on the printer/copier. Patrons must pay every copy printed.

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 River Falls Public Library expressly disclaims any liability or responsibility resulting from such violations.

Guidelines

1. Patrons must use their own library card to login to public computers. Guest passes are available to non-card holders with a valid photo ID.

2. The following activities are prohibited on both library-owned computers and patron-owned computers using the library's wireless network:

   - Violating federal, state, or local laws. This includes, but is not limited to, copyrighted material or licensing agreements, sending unsolicited chain letters or broadcast messages, assuming another's identity, and sending threatening or obscene materials.
   - Exposing children to harmful materials as set forth within Sec. 948.11 of Wisconsin Statutes. This is a public building with users of all ages and sensibilities.
   - Disregarding the rules of network etiquette, or interfering with use of the network by others. These rules include using appropriate language, respecting the privacy of other users, and keeping conversation to a minimum. Hate mail, discriminatory remarks, and other antisocial behaviors are unacceptable.
   - Invading privacy of individuals by accessing their data or by harming, modifying, or destroying their data.
   - Damaging or disrupting equipment, system performance, or data.
   - Downloading or uploading large amounts of data or large files thus monopolizing bandwidth on the library network.
   - Causing excessive congestion of the network or interfering with use of others.
   - The Library prohibits the use of personal software, or any other media supplied by the user, on the Library's computer equipment.
   - Placing or altering files or programs on library-owned computers.
   - Gaining unauthorized access to the library's systems or networks or altering components of any network, database or system.
   - Making unauthorized changes to the setup or configuration of library software or hardware.

3. Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.

5. Cell phone use is restricted to the library lobby.

6. Keep any and all conversation to a minimum while using computers. Headphones volume should be kept at a level that is not distracting to other computer users.

7. Files must be saved to a flash drive or to the Cloud, not the hard (C:) drive. Users must provide own flash drive.

8. Computer users are not guaranteed more than one (1) hour of computer time per day.

9. Computer work stations are designed for use by one person at a time.

10. Young children are not to be left unattended while parents and caregivers use the library's electronic resources. Library staff is not be responsible for unattended children.

Consequences
The Library is committed to providing a safe working environment for all library users, including staff and volunteer Internet guides.

Library staff will determine what constitutes a violation of these guidelines. The library staff will require anyone viewing inappropriate material to exit that site immediately. A second offense will result in the immediate loss of computer privileges for the rest of the day. Serious or repeated violations will be referred to the library director. Consequences may include but are not limited to a loss of privileges for up to six months, or permanently as the situation merits.

When deemed appropriate by the library director, reports shall be forwarded to the River Falls Police Department or other appropriate law enforcement agency.