

Brodhead Memorial Public Library Internet Use Policy and Guidelines

Adopted by the Library Board of Trustees January 9th, 2025

I. Purpose

Brodhead Memorial 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 during open library hours, and through wireless Internet access.

II. 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 patrons 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. Users should contact staff immediately if experiencing problems or concerns.

Users should safely share personal information (name, address, password, telephone number, school or work, credit card number, etc.) on the Internet. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. The Library cannot be responsible for security of personal information shared on or with non-library sites.

Users should evaluate Internet sources 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 web sites, web-based services, and social media pages they may encounter material they find offensive.

III. Responsibility for Internet Use by Minors

Although the use of the internet within the library by minors is permitted and encouraged, the library cannot guarantee that minors' internet use will be supervised at all times. The library does not filter content on any of its computers. Parents and guardians should discuss safe and appropriate internet use with their children. Library staff members are happy to help parents find recommended guidelines to share with their children.

IV. 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:

- Accessing content that would be disturbing to other library users. Some examples: pornography, graphic violence toward humans and/or animals, etc.
- Harassment of other users or violation of their privacy (See Code of Conduct Policy);
- Slandering or maliciously offending other users;
- Violation of software licensing agreements;
- Overuse of system resources such as bandwidth;
- Attempting to crash, degrade performance of or gain unauthorized access to the Library's or other computer systems and networks;
- Damaging equipment, software, or data belonging to the Library or other users;
- Failure to follow Public Guidelines for Use of Computers and Computer Networks in the Library including but not limited to time limits, printing policies, and use of headphones;
- Exposing children to harmful materials as outlined in Sec. 948.11 of the Wisconsin Statutes

Violations may result in restrictions on library and/or internet use. Illegal uses of the library's computers or wireless networks may also be subject to prosecution by local, state or federal authorities.

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.

V. 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. Library staff assists users with library computers, printers, library software, and general Internet use as time and resources allow, and can also verify that the library's wireless network is functional. Library staff may be able to assist users with laptops, phones, e-readers or other wireless devices or answer software questions. Library staff also may direct users to library resources,

Internet resources, or training classes that can help users explore software or wireless devices.

Computer use information, as well as library cardholder information, is confidential as defined through Library Policy. All files are removed and internet search history is deleted from library computers at the end of each user's session. The Library's wireless networks are offered as unsecure wireless networks. Users should use wireless access accordingly.

VI. Use of Library Computers

- Library card holders may sign in to the Library's Internet Computers using their full card number and pin number, or they may use a "temporary" pass if library card is not present.
- Computer use is limited to a total of two hours daily per person.
- Users are responsible for paying for all pages printed. (If you are not sure how many pages will print, please ask for assistance at the Circulation Desk.)