

Tomahawk Public Library Computer Policy

Purpose:

Tomahawk Public Library has established this Computer Policy to ensure that library facilities are safe, welcoming and provide equitable access to materials and services for all library users. Appropriate library conduct and use includes activities such as reading, studying, working, properly using library materials, programs, meetings, or computers and other similar conduct normally associated with a public library.

Overview and Definitions:

The Internet, World Wide Web, and the library's wireless network are open systems. The Tomahawk Public Library cannot, nor would it attempt to, control what is available through these networks. Parents are responsible for their children's online computer use. The library does not consider the information available through these systems as accurate, authoritative, factual, timely, or useful, and does not endorse the content of the information available.

In order that as many people as possible can use and benefit from the computer stations or electronic library devices, we ask that you cooperate by following these rules. Please remember that the computer station/library device are in open public areas and available to people of all ages. When possible, staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies.

Inappropriate Behavior, shall include, but is not limited to, the following conduct or behaviors

- Valid patron card or government ID (per patron registration form) is required. Children, ages **12-18**, must have a valid patron card. Children under the age of **12** must be accompanied by a parent/guardian. This parent/guardian must have a valid patron card or government ID.

- A parent/guardian may sign the **Parent Consent Form for Internet Devices at Programs** to allow their child access to library devices only while attending a library event/program. This does not include the public computers.
- Computer station/library device usage is limited to **60 minutes** when patrons are waiting for them. The exception to this rule is the Express Computer, which is limited to 15 minutes.
- No more than two persons may use any computer station/library device at the same time.
- Do not tamper with the equipment or attempt to modify the software or operating system of any computer station/library device.
- Do not download to the hard drive and nothing may be saved on the hard drive.
- Print only what is needed. Patrons are responsible for checking printer settings and for payment of all printed pages. Pricing information available at front desk; please advise the staff of the number of pages printed at time of payment.
- All computers will be turned off 15 minutes before closing to allow time for maintenance and cleaning.
- Any unauthorized access (hacking and other unlawful activities) will result in the person losing all computer and library privileges and being reported to the appropriate authorities.
- Any person found to be disclosing, disseminating or using personal identification information of a minor in an unauthorized manner will be reported to the appropriate authorities and will result in the loss of all library privileges.
- All persons must refrain from sending, receiving, or displaying, text or graphics that may reasonably be construed as obscene. If done in the presence of a minor, such action may be a criminal offense under

Wisconsin's harmful to minors' law (Wis.Stat.948.11). Violation of this rule will result in immediate dismissal from the premises, and can be subject to other penalties, including the loss of all library privileges and criminal prosecution.

- All persons must refrain from creating, sending, or displaying the use of threatening, harassing, bullying, or abusive language and images on any computer station/library device.

Failure to comply with these rules will result in the loss of computer station/library device privileges and/or library privileges at the director's discretion. Any observed criminal use of these stations or devices will be immediately reported to the appropriate authorities.

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