

Internet and Computer Use Policy

Introduction: The Hudson Joint Area Library provides Library users with computers for document creation and for Internet access. Access to the Internet from the Hudson Area Joint Library is a privilege, not a right. Be considerate of others when viewing materials that may be considered offensive by other Library users. The Hudson Area Library Board is committed to providing a safe and comfortable working environment for all Library users including Library employees.

General Guidelines

1. Internet use is available on a first-come, first-serve basis. Patrons are guaranteed 1 hour of use per day, with an additional hour if computers are available. Individual exceptions are made for those filling out job application forms or taking tests.
2. To log on to a computer workstation, enter your Library card number and birthdate. Library policy requires customers to use their own cards to log on to the computer workstations. Logging in using another patron's birthdate and Library card number, with or without permission of the cardholder, is not permitted. Warnings and loss of Internet privileges will occur if a patron is found to use cards other than their own for computer workstation access.
3. Patrons may not install or run their own software programs on the public computer workstations.
4. If a patron maliciously attempts to alter or destroy Library computer hardware or software, this will be treated as vandalism and the police will be contacted. If a customer is attempting to disrupt the normal operation of the computer for such purposes of gaining more time, loss

of Internet privileges may result.

5. Each computer workstation is intended for use by one individual at a time; however, more than one person may sit or work together at any one computer if they are not blocking access to other computers or Library materials or disrupting computer use by other patrons.
6. Cell phone use is not allowed in the public computer area unless a staff member gives permission
7. A visitor who does not have a MORE Library card may receive an Internet guest pass, available at the help desk
8. The Internet is not a secure environment. Users handling financial transactions or other activities that require confidentiality do so at their own risk.
9. Although the Library uses anti-virus software, this does not provide complete protection. Downloaded data and e-mail may contain computer viruses and computer users must be responsible for protecting their own data. The Library is not responsible for damage to a user's storage devices, or for any loss of data, or liability that may occur through the use of a Library computer.
10. Personal work on the computer should be saved on a USB Flash drive. The hard disk drive is erased after each user has logged off.
11. Printing fees apply on a per page basis. Payment for printing charges is collected at the help desk. The current cost per page is posted on the public printer.
12. If a Library employee feels that any web site is disruptive or offensive

to employees or patrons , the viewer will be asked to exit the site.

13. Library employees assume that children under 18 years of age who are unattended in the Library have parental permission to use Library resources and Internet resources. The Hudson Area Joint Library does not utilize any filtering software. The Library does not serve in place of a parent and staff cannot act in the place of parents in providing constant care and supervision of children as they use the Internet. Responsibility for what minors read or view on the Internet rests with parents or guardians.
14. Library employees are available for basic assistance as time allows, but must also serve other Library patrons. Because of the many different Internet applications available, Library employees cannot provide technical support. Computer users who would like extra help or training are encouraged to look for educational classes in the community.

User's Responsibilities When Using Library Computers

The following activities are prohibited:

1. Violating federal, state, or local laws. This includes, but is not limited to,
 - a. disregarding copyright laws or licensing agreements,
(1)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." All responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such violations.
 - b. sending unsolicited chain letters or broadcast messages,
 - c. assuming another's identity,
 - d. sending threatening or harassing materials, and

e. viewing, printing, distributing, displaying, sending, or receiving images, text or graphics of obscene materials or material that violates laws relating to child pornography.

(1) Knowingly displaying obscene graphics or graphics that may be harmful to minors is not allowed under Wisconsin Statutes 944.21 and 948.11.

2. Disregarding the rules of network etiquette and interfering with the use of the network. These rules include using appropriate language, respecting the privacy of other users, not sending hate mail and discriminatory remarks, and not disrupting the use of the network.
3. Invading privacy of individuals by accessing their data or by harming, modifying, or destroying their data.
4. Installing personal software on a Library computer.
5. Disseminating or displaying to minors materials that are harmful to minors.
6. Gaining unauthorized access to any computing, information, or communications devices or resources. Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.
7. Damaging, altering, or degrading computer equipment, peripherals, software, or configurations will result in the cancellation of Library computer privileges and may result in criminal prosecution. If there is a problem with the computer, please notify a Library employee.

Failure to Comply

Library employees will determine what constitutes inappropriate use of

the Internet or violation of this policy. Failure to comply with the Internet and Computer Use Policy will result in a request from a Library employee to discontinue the activity. Continued violations will result in a request to leave the Library facility and may lead to revocation of Library privileges including the right to visit the buildings and grounds for a period up to 6-months or permanently at the discretion of the Library Director. Repeat offenders or persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing.

Approved by Hudson Library board of Trustees, February 25, 2002

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