

The Chippewa River District Library provides patron access to the Internet and other electronic resources. These resources enable the library to provide materials beyond the confines of its own collection. They also provide access to ideas, information, and commentary from around the globe. The library is not responsible for the quality, accuracy, timeliness or availability of Internet resources.

This policy identifies certain types of uses that are not appropriate, but this policy does not necessarily enumerate all possible inappropriate uses. Using the guidelines below, the Library may at any time make a determination that a particular use is not appropriate.

1. Internet Access

- a. The Chippewa River District Library provides access to the Internet via designated workstations and wireless access points.
- b. Chippewa River District Library system is not responsible for any loss of data as a result of the library's software, hardware, or staff action.
- c. In the interest of child safety on the Internet, the library provides computers and wireless access with web filtering software enabled to limit children's exposure to some websites. The web filter blocks some specific sites that could be offensive to some users. Filtering software may not block all material users might find offensive. As a result, parents are urged to supervise their children's Internet sessions.
- d. Workstations in the Veterans Memorial Library Nash Family Lab are for use only by parents or caregivers accompanied by children.
- e. All guest users will be provided filtered Internet access.
- f. Users may be asked for proof of identification when using library resources (i.e. library card, driver's license, state identification card, etc.)

2. Adult (patrons age 18 or older) Internet Access

- a. Workstations in the Veterans Memorial Library Burgess Adult Lab are for adult use only, except for children attending supervised library computer classes.
- b. Adult workstations at the Chippewa River District Library branch locations are filtered.
- c. Requests to allow websites through filters at Chippewa River District Library locations will be evaluated and, if deemed appropriate for all ages, will be removed from the filter list.
- d. The web filter at Veterans Memorial Library may be temporarily disabled upon request, but is subject to library staff discretion.

3. Conditions & Terms of Use

- a. Public Internet access will be managed in a manner consistent with the Library's Rules of Conduct (No. 301), which are posted in the library.
- b. Parents using Internet access are expected to comply with the library's policy on the "Safety and Well-being of Children" (No. 302). A parent, legal guardian or caregiver **MUST** accompany children under the age of 6 while using library computers. Caregivers attending children under age 6 must be at least age 13.

- c. Damaging or altering the software or hardware components of any network or database is not permitted. Users are expected to make only authorized copies of copyrighted or licensed software or data. Non-library software may not be used. Personal programs, programs downloaded from the Internet, or data may not be installed on the hard drive. Patrons should save files on their own storage media. Our library programs are under copyright, they are not to be copied.
- d. Users must respect the privacy of others; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others, or represent themselves as another user.
- e. Internet use should be consistent with guiding ethical statements and accepted community standards. Malicious or excessive use or abuse is not acceptable.
- f. Users may not send, receive or display text or graphics that are legally defined by the State and Federal law as "obscene" or "child pornography". Actions that violate local, state or federal law may result in prosecution.
- g. All users/patrons must abide by this policy and that of the appropriate Internet Service Provider utilized by the library for Internet access.
- h. Failure to use the public workstations in an appropriate and responsible manner will result in loss of those privileges. Illegal or unethical acts involving the public access workstations may also be subject to prosecution by local, state, or federal authorities.

4. Public Internet Access Procedures

- a. Access is available on a first-come, first-served basis. Public access workstations are available in one-hour time blocks per day per patron.
- b. Workstations in the Veterans Memorial Library lobby are available for general use in 15 minute time blocks.
- c. The library staff will determine the availability of additional or reduced access time based on over-all user demand.
- d. Wireless Internet access is available all hours of the day. Patrons must provide their own computers with wireless capabilities to take advantage of this access.
- e. Because space is limited and increased noise from group conversations is disruptive to others, no more than two people may gather at one workstation, except for an adult working with children.
- f. Simultaneous use of two or more workstations is prohibited. Users may not abandon machines for any length of time without the chance of them being claimed by the next user.
- g. Patrons receive a daily allocation of printing funds to use toward printing costs that day at any of the Chippewa River District Library locations which results in the equivalent of 10 pages printed in black and white or five pages printed in color for free. The daily allocation of printing funds and print costs are subject to the Chippewa River District Library Director's discretion.
- h. Patrons can add funds to their printing account for additional copies. Any money remaining in this account may only be used for printing and is non-refundable.
- i. Except for the last fifteen minutes of open hours each day, the library public access workstations are available for public use.

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