Title:	Computer and Internet Access and Use
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Authorized By:	Library Board of Trustees/Library Director
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Computer and Internet Use in the Library

Patrons must furnish a valid Marathon County Public Library card when using Internet connected library computers. All residents of Wisconsin are eligible for a library card. See *Library Card Registration Policy and Transient Registration Card Policy*.

To use a library computer a patron must use his or her own library card number. A visitor who does not have a library card may receive an Internet guest pass by showing identification at any services desk.

A valid library card will entitle the user to one hour per day of internet access with indefinite renewals. Time renewals will be available at the discretion of the staff. A guest pass will entitle the user to a one-time login for up to two hours. Time limits cannot be extended for guest passes.

A library cardholder may not receive an Internet guest pass, and no visitor may receive more than one Internet guest pass per day.

When a patron reaches $25.00 in total fines owed to the Library, access to the Library's public Internet computers will no longer be allowed.

Printing Fees

The Library patron must pay for all printing charges to offset the cost to the Library.

Internet Access Policy

Internet access as an information source significantly supplements the Library's existing collections, and enhances the resources available for meeting the community's information needs.

The Internet is largely an unregulated medium, and the Library does not monitor, and cannot control information that can be accessed by patrons through the Internet. The Library considers it important to assist its patrons in understanding that the information access through the Internet may contain material that is incorrect, unreliable, illegal or obscene.

Access by Minors

Parents, guardians, and caregivers of children are responsible for overseeing their child's use of the Internet. The Library's **Kids Corner** and **Teen Zone** pages are designed by staff to bring together those sites believed to be useful to young children and teens. But as with all library materials, parents, guardians and caregivers are responsible for their children's use of the Internet. Library staff does not control the Websites children and teens may select.

Children under age 12 may not use the Internet terminals in the adult areas of the library unless sharing a single terminal with a supervising adult. Children under age 12 may use the Internet terminals in the children's area. Children age 8 and under must be accompanied by an adult when using an Internet terminal, to assure proper use of the equipment. Library staff will not assist a child under the age of 12 in setting up an e-mail account.

The Internet workstations in the Children's Room are for use by children and the parents who are supervising them in the room. Children have priority at these workstations, so an adult may be asked to end his or her session if a child is waiting. Adults using these workstations are expected to be sensitive to the presence of children in the room and may be asked to use an adult workstation.

An adult who is using an Internet workstation in the adult area, and who is accompanied by a child under the age of 12, may be asked to move to the Children's Room if the child is disruptive.

Staff will monitor use of Internet workstations to ensure compliance with this policy. Because security of files is technologically difficult to achieve, and the scope of law enforcement searches varies, Internet users are advised that electronic transactions and files could become public.

Conditions and terms of use in the Library

- No Food or Drink is allowed at the computer stations

- Users must present a valid library card, or obtain a library card. Those not eligible for a library card may obtain an Internet guest pass if they can provide a valid picture ID.

- A valid library card will entitle the user to one hour per day of internet access with indefinite renewals. Time renewals will be available at the discretion of the staff. A guest pass will entitle the user to a one-time login for up to two hours. Time limits cannot be extended for guest passes. Marathon County Public Library does not offer e-mail accounts. Free web-based accounts are readily available to everyone.

- Patrons should be aware that they are working in a public environment shared by people of all ages and sensitivities. Users should refrain from the use of Internet sounds and visuals that might disrupt the ability of other library patrons to use the Library and its resources.

- All patrons must abide by the Library's policy on acceptable use.

- Computers are available free of charge, on a first come first served basis.

- Computers in the Career Connection at Wausau have no time limits, but are to be used exclusively for job search purposes.

Internet Acceptable Use Policy

At each log-in, library computer users must complete a click-through agreement acknowledging these rules and must agree to the following rules.

- To use the electronic information resources at the Marathon County Public Library in a responsible manner, consistent with the educational and informational purposes for which they are provided.

- To access the Internet a patron must use his or her own library card number or Internet Guest Pass.

- To not use the Internet for any unauthorized, unethical, commercial or illegal purpose.

- To respect the privacy of others by not misrepresenting oneself as another user.

- To not provide unauthorized disclosure, use, and dissemination of personal identification information.

- To not attempt to modify or gain access to files, passwords or data belonging to others.

- To not seek unauthorized access to any computer system, or damage or alter software components of any network or database.

- To not send, receive or display text or graphics which may reasonably be construed as obscene.

- To not make any changes to the setup or configuration of the software or hardware.

- To be aware of the display of any notices concerning the copyright of information on the Internet and to respect the copyright laws of the United States.

Compliance with Library Internet Policy

- Violation of the policies and rules that govern the use of the Library's Internet resources may result in suspension or loss of the privilege to use these resources and/or eviction from the library. See also *Notice of Ban from Using the Library.*

- Illegal activity involving the library's Internet resources or equipment will be subject to prosecution by the appropriate authorities.

- The Library reserves the right to take appropriate actions to ensure compliance with this policy.

- This policy is subject to periodic review by the Library Board.

- In applying and interpreting this policy, the same standards of intellectual freedom, privacy and confidentiality endorsed by the American Library Association and incorporated in the Marathon County Public Library policies applied to print and other formats will also be applied to electronic resources.

Wi-Fi Users

Marathon County Public Library provides unfiltered wireless Internet connectivity offered for patrons with Wireless enabled laptops, and other Wireless enabled devices.

By choosing to use this free wireless service patrons agree to abide by the **Internet Acceptable Use Policy** that prohibits abusive or illegal activity while using the Library's Internet service.

It is the responsibility of the patron to understand this **Internet Acceptable Use Policy** and it is his or her obligation to refrain from viewing inappropriate websites, spamming or any illegal activities.

Marathon County Public Library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the Library's wireless access.

Each patron's computer is different and they are responsible for knowing how to configure their own equipment. The Library cannot be responsible for any changes made to personal computer settings.

Wi-Fi is less secure than a wired network. Signal strength may vary in the building. There is no printing capability.