

POLICY TITLE: Internet –Access Policy

ADOPTION/LAST REVISION: Adopted 6-10-97, Revised 12/10/02, 5/13/03, 11/11/03, 8-23-06, 10-10-06, Revised 2/16/21 incorporating Policy Number 5.240

- A. The internet and its available resources contain a wide variety of material and opinions from varied points of view. Not all sources on the internet provide accurate, complete or current information. Users are responsible for the websites they reach.
- B. All internet resources, including 24/7 Wifi and workstation software accessible through the library, are provided equally to all registered library users.
- C. Parents or guardians, not the library or its staff, are responsible for the internet information selected and/or accessed by their children.
- D. Parents or guardians -- and only parents or guardians -- may restrict their children -- and only their children by written request -- from access to internet resources accessible through library-provided equipment. Restriction request forms are available at the Circulation Desk. Parents are encouraged to work with and supervise their minor children's internet sessions.

As an option, the library provides an Internet workstation for children which utilizes age-appropriate filtering software that is designed to limit access to certain adult-oriented sites. Users must be aware that no filtering software package is able to guarantee a 100% success rate.

- E. Residents of the Everett Roehl Marshfield Public Library service area must use their Everett Roehl Marshfield Public Library card to use the library's public access computers. A resident may request one guest pass before registering for a library account. A resident cardholder may request one guest pass should they forget their card. Resident cardholders will be limited to four guest passes per year.
- F. Non-resident adults may request a guest pass to use the library's public access computers by providing a driver's license or other state-issued identification at the service desk.
- G. The Everett Roehl Marshfield Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its workstation, software, internet access, server, or from its connections to other internet services.
- H. All users of the electronic information resources provided at or through, the Everett Roehl Marshfield Public Library agree to the following guidelines:
  - i. Users will observe all federal, state and municipal laws and regulations and comply with the Everett Roehl Marshfield Public

Library policies and procedures.

- ii. Users will not attempt to: modify or gain access to files, passwords or data belonging to others; seek unauthorized access to any computer system; damage or alter the hardware or software of any network or database; alter the setup or configuration of the software or hardware.
  - iii. Users will respect the privacy of others using public access workstations.
  - iv. Users will not send, receive or display text or images that may reasonably be construed as obscene.
  - v. The Everett Roehl Marshfield Public Library's internet access does not include: provision of e-mail addresses or the capability of downloading software (except from special workstations or client provided wireless access equipment from the internet.
  - vi. Printing will be charged at \$ .15 per page for black and white printing; \$ .25 per page for color.
  - vii. Library staff will be able to provide limited instruction in the use of these workstations and the software available, but time does not permit extensive instruction.
- I. Computer users will be limited to 90 minutes per day. Staff may extend a user's time limit for genealogy and local history research in the Felker Room or at staff discretion.
- J. While respecting individual users' right to privacy, library staff reserves the right to monitor use of the internet to ensure compliance with this policy. Staff may ask users to remove themselves from library equipment or the library if they observe any behavior which they judge to be in conflict with this policy. Misuse or abuse of library computers or internet access may result in suspension of library privileges.