



## Internet Use Policy

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### Document History

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## Contents

Document History.....	1
1. Internet Use Policy.....	3
1.1. Purpose.....	3
1.2. Public Access Computers .....	3
1.3. Wireless Internet .....	4



# 1. Internet Use Policy

## 1.1. Purpose

The Madison Public Library is committed to providing access to informational, educational, recreational, and cultural resources for all library users. The library provides access to the Internet through library computers connected to the Internet and through wireless Internet access.

mission of the Madison Public Library to provide access to dynamic collections, appropriate technology, and global information to support and enrich individual, family, and community life.

## 1.2. Public Access Computers

In order to encourage use and establish guidelines, the following regulations will apply to the library's Internet computers:

1. Designated Internet stations will be located where they can be monitored by staff for assistance and security.
2. All users are expected to use Internet resources in a responsible and ethical manner which includes (but is not limited) to the following:
  - Using the resources for educational, informational, and recreational purposes only, not for unauthorized, illegal, or unethical purposes.
  - Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering components of any network or database.
  - Making only authorized copies of copyrights or licensed software or data.
  - Not sending, receiving, or displaying text of graphics which may reasonably be construed as obscene.
3. The Madison Public Library puts no restrictions on the age of Internet users. A person under the age of 18 is required to have a parent or guardian's signature on the Internet Use Contract on the library card application form and is required to present his/her library card for verification of that permission when requesting the use of a computer.
  - The Madison Public Library assumes no responsibility for the use of the Internet by children. It is not possible for the library staff to control specific information children and youth may access on the Internet. It is the responsibility of the user and his/her parent or guardian to determine what is appropriate. While the Library will make every effort to ensure that the use of the Internet is consistent with the Mission Statement, parents are encouraged to work closely with their children in selecting materials that is consistent with personal and family values and boundaries.



4. Internet stations will be available on a first-come, first-serve appointment basis.
  - Use will be limited to one hour when others are waiting with a two-hour limit per person per day.
  - Time on computers is scheduled in one-hour increments.
  - Reservations will be held for 15 minutes after which the computer will be made available to others.
5. The Library's Acceptable Behavior Policy will be applied, and no more than two people will be allowed per computer.
  - Persons using this equipment agree not to make changes in the setup or configuration of the software or hardware.
6. Misuse or abuse of computer Internet access will result in suspension of Internet access privileges.
7. Library staff is available to assist in the use of these resources, but may not be familiar with every application patrons may wish to use.

### **1.3. Wireless Internet**

WiFi is available throughout the Library. All users of electronic resources are expected to use those resources in a responsible manner and to comply with the guidelines established above. Library staff can offer limited support in configuring Internet access for web-enabled devices.

Internet users are responsible for their own computer safety while using the library's wireless Internet. They are encouraged to run antivirus scanners, enable personal firewalls, and keep up-to-date with software updates to secure and maintain their systems. The Library does not guarantee a totally secure connection to the Internet in a wireless environment.

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