



# Acceptable Use Policy For Patrons

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## Document History

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# 1. Preface

## 1.1. Introduction

Madison Public Library provides access to a wide array of information resources, including the Internet, to fulfill its mission of informational, educational, recreational, and cultural resources for the community of Madison and all library users. The Internet is an unregulated global information resource, and the Library cannot control or guarantee the accuracy, completeness, or authenticity of content accessed through this resource. Users are responsible for verifying the reliability of the information obtained.

## 1.2. Scope

The scope of this policy covers all computers, mobile devices, accounts, systems, applications, and networks used within the MADISON PUBLIC LIBRARY.

## 1.3. Audience

In general, the policies included in this manual apply to all MADISON PUBLIC LIBRARY patrons with access to MADISON PUBLIC LIBRARY systems, applications, and networks.

## 1.4. Document Change and Feedback

This policy will be updated and re-issued at least annually to reflect, among other things, changes to applicable law, updates, or changes to MADISON PUBLIC LIBRARY requirements, technology, and the results or findings of any audit.

## 1.5. Referenced Documents

Documents that are relevant to this policy include the following:

<b>Policy</b>	<b>Policy Owner</b>
Library's Acceptable Behavior Policy	Madison Public Library
Library's Code of Conduct	Madison Public Library
Internet Use Contract (Library Card Application)	Madison Public Library



## **1.6. Consequences of Noncompliance**

Any misuse of the MADISON PUBLIC LIBRARY's computers, systems, networks and/or Internet services, including the violation of these policies, may result in the suspension or revocation of computer and/or library privileges. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner.

## **1.7. Indemnity**

As a condition of use and access to the MADISON PUBLIC LIBRARY and CITY OF MADISON's information technology, hardware, software, and website (the "Information Technology") the User agrees to indemnify the City of Madison and its Commissioners, officers, employees and agents against any and all liability, expenses (including attorney's fees) and damages arising out of claims resulting from User's use of the Information Technology, including without limitation any claims alleging facts that if true would constitute a breach by User of these terms and conditions.



## 2. Computer and Internet Usage Policy

### 2.1. Public Access Computers

In order to encourage use and establish guidelines, the following regulations will apply to the library's Public Access Computers:

1. Designated public use stations will be located where staff can monitor users and Public Access Computers for assistance and security.
2. All users are expected to use the Public Access Computer 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.
  - Users may not alter the hardware or software configurations of Library computers, nor engage in any activity that disrupts or damages the Library's systems or networks.
3. Public Access Computer 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.
4. 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.



5. Misuse or abuse of computer Internet access will result in suspension of Public Computer Access privileges.
6. 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.

By adhering to these guidelines, we can help to ensure a safe educational and learning environment for all patrons of the MADISON PUBLIC LIBRARY.



## **2.2. Internet Usage**

### **2.2.1. User Responsibilities**

The use of Madison Public Library's Internet services is a privilege, not a right. Patrons are expected to use these resources in a responsible and lawful manner, in accordance with the Library's Code of Conduct and the following rules:

- Patrons must refrain from illegal or unethical activities, including the violation of copyright or software license agreements.
- Users may not misrepresent themselves through the use of access codes, passwords, or other forms of identification.
- Users are prohibited from sending, receiving, or displaying materials that may reasonably be construed as obscene, pornographic, or harmful to minors.
- The Library expects patrons to respect the privacy of others and avoid accessing material that creates a hostile or disruptive environment for other users.

### **2.2.2. Privacy and Security**

MADISON PUBLIC LIBRARY strives to provide a safe and secure environment for its patrons, but users should be aware that the Internet is not a secure medium. Third parties may be able to monitor or obtain information about an individual's search activities. The MADISON PUBLIC LIBRARY is not responsible for damages or liability arising from the use of the Internet, nor for any loss of data resulting from equipment failure or system outages.

### **2.2.3. Internet Access by Minors**

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.

Madison Public Library provides filtered Internet access to minors. To help protect minors, the Library takes steps to promote online safety, including the prevention of unauthorized access (such as hacking) and the protection of personal information. While the Library filters Internet content, it cannot filter all potentially harmful or inappropriate content.



Parents and guardians are encouraged to monitor and guide their children’s use of the Internet in alignment with family values and boundaries. Madison Public Library staff are available to assist in navigating online safety, but ultimate responsibility lies with the parent or guardian.

#### **2.2.4. Parental Responsibilities**

Madison Public Library strongly recommends that parents supervise their children’s Internet use, as filtering technology is not foolproof. Parents should communicate expectations about Internet use with their children and take an active role in helping them choose appropriate resources.

#### **2.2.5. Filtering and Compliance with CIPA**

In accordance with the Children’s Internet Protection Act (CIPA), all public access computers at Madison Public Library are equipped with filtering software. The filters are designed to block access to materials that may reasonably be construed as obscene (as defined by U.S. Code Title 18, Section 1460), child pornography (Title 18, Section 2256), or content harmful to minors (as defined Section 1703, Pub. L. 106-544).

#### **2.2.6. Disclaimer**

The Library is not responsible for the content of Internet resources, and users access the Internet at their own risk. Madison Public Library makes every effort to ensure stable and secure access to the Internet but cannot guarantee connectivity at all times.

This policy applies to all use of Internet services within Madison Public Library, and by using the Library’s Internet services, patrons agree to adhere to the rules outlined above.



## **2.3. Wireless Access**

Public WiFi is available throughout the MADISON PUBLIC 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 internet-enabled devices.

Patrons are responsible for their own computer's safety and security while utilizing the MADISON PUBLIC LIBRARY's Public WiFi. Patrons are encouraged to run antivirus software, enable local firewalls, and keep their operating systems and software up-to-date to secure and maintain their systems. The MADISON PUBLIC LIBRARY does not guarantee a totally secure connection to the Internet in a wireless environment.