

MADISON PUBLIC LIBRARY

LIBRARY COMPUTER & INTERNET RULES

All users of the Library's Internet service (whether with the users personal computer or the Library's computer) are expected to follow the Code of Conduct Policy, other library policies as well as those outlined below.

- All users of the Internet are expected to use the Internet in a responsible manner, consistent with the education and informational purposes for which they are provided.
- A valid Madison Library Card, or MAIN library card will be required to access the Library's computers or Internet services. Guest passes are offered to patrons who do not have a valid card.
- The following activities are specifically prohibited with use of the Library's Internet service and/or computers:
 - a. Modifying or gaining access to or attempting to modify or gain access to files, passwords or data belonging to others.
 - b. Introducing viruses to others, the Library's computers or the Library System.
 - c. Seeking or obtaining unauthorized access to any computer system.
 - d. Damaging or altering the software components of any network or database.
 - e. Interfering with the right of other users to use computers at the Madison Public Library.
 - f. Making unauthorized copies of copyrighted or licensed software or other information.
 - g. Sending, receiving or displaying text or graphics which may reasonably be construed as obscene or offensive to others.
 - h. Using the Library's computers in a disruptive, unauthorized, illegal or improper manner.
 - i. Impersonating another person or taking action to lead another to believe that the user is another person.
- All users of the Library Internet service and computers must respect the privacy of others.
- The Library reserves the right to set time limits on the use of any of the computers in the Library.
- Generally, no more than 2 people will be allowed to use a computer at a time. Library staff members may use their discretion in specific instances to allow more than 2 people on a computer.
- Any adult using a computer in the Children's Services Department must be accompanied by a child.
- Children fifth grade and under must use the computers in the Children's Services Department. (see Child Safety on the Internet section below).
- All discs, portable drives or memory devices must be scanned for viruses by the user before they are used on a Library computer.
- A user can only access the Library's Wireless service with the user's own computer. A user is not permitted to access any other library network with the user's personal computer.

COMPUTER & INTERNET POLICY

Mission Statement

The Madison Public Library (the Library) is the community's center for ideas, information, learning, and connections. The Madison Public Library seeks to provide enjoyment, education, information and guidance through materials suited for the Borough of Madison.

Purpose

This policy is intended to provide guidance for the use of library computers and library internet networks.

Policy Acceptance

Use of a library computer or the Library's wireless connection constitutes acceptance of this policy.

Responsibility

The responsibility for these guidelines ultimately rests with the Library Board of Trustees. The authority and responsibility for setting these guidelines rests with the Library Director, who delegates this task to qualified professional staff.

Provided Resources and Costs

The Madison Public Library provides access to computers and Internet service in recognition of the Library's role as a community center for education and information. The Internet allows library users to access information beyond the confines of the collection located in the Library.

Access to the Internet and Microsoft's Office software is available on certain computers located in the Adult Services and Children's Services Departments. Unfiltered wireless Internet connectivity without printing capabilities is also offered in most areas of the main building for users who bring their own wireless enabled laptops or other devices.

Use of the Library's computers is free; however, there is a charge for printing by the Madison Public Library. Users agree not to incur any costs for the Library through their use of the Internet service. Any costs incurred will be the users' responsibility and the Library will pursue the collection thereof.

Time permitting, library staff is available to assist a patron in their use of the computer, software or Internet. Staff will try to answer specific questions about the Internet and offer suggestions for effective searching. Staff can also provide information about Internet training opportunities and Internet books and manuals. However, each user is responsible for his or her own searches on the Internet.

Child Safety on the Internet

Filtering software is activated at all times on computers in the Children's Services Department.

The Library affirms the right and responsibility of parents, or guardians to decide, guide, and monitor their children's use of the Internet. Parents, caretakers and guardians should be aware that children who use the Internet may be exposed to inappropriate or disturbing information and images. Avoiding this exposure is the responsibility of parents, caretakers and guardians, not the Library.

Privacy

Users should be aware that transactions and files from a User's computer session may not be private. The Library does not routinely review its computers to examine usage history, but it reserves the right to do so when a violation of the law, this Acceptable Use Policy, the Library's Code of Conduct Policy, or any other library policy is suspected. All users are advised that they have no right to privacy in illegal activities including but not limited to accessing child pornography or information regarding the commission of a crime.

Compliance with Library Policies

The Library reserves the right to terminate immediately a computer session (whether on the User's computer or the Library's computer) upon suspicion of a violation of the law, this Acceptable Use Policy, the Library's Code of Conduct Policy, or any other library policy.

Violation of the law, this Acceptable Use Policy, the Library's Code of Conduct Policy, or any other library policy, may be subject to criminal prosecution or suspension and loss of privileges at the Library. While Library staff do not and will not monitor the use of the computers on library property, in the event that they see or receive a report that suspicious activity is occurring, the Library staff will take action, including potentially contacting law enforcement.

Library staff is authorized to take immediate action to protect the security of library computers and the network and to enforce this policy. This includes confiscating any removable media, requiring a user to leave a computer or the Library, and contacting law enforcement authorities.

Illegal activities or activities that interfere with or disrupt the network, users, services or equipment are prohibited and are not protected under the Library's privacy policy. Response by the Library to the commission of any such prohibited activities will be at the sole discretion of the Library Director, or designated alternate in the Director's absence.

Disclaimer

The Library assumes no responsibility for any damages, direct or indirect, arising from it providing access to the Internet. The Library is not responsible for damage to a patron's disk, computer, portable drive, any peripheral, or for any loss of data, damage or liability that may occur from use of the Library's computers or Internet connection. The Library makes no guarantee, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.

Policy revised and approved by the Library Board of Trustees October 13, 2022