

## INTERNET ACCESS

Provision of computer services, including Internet access, is done in accordance with the library's mission:

The mission of the Pewaukee Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, recreation, and the creative use of leisure time.

Internet access is provided in both the Children's and Adult areas of the library. Wireless access (*See Wireless Policy*) is also available in the library.

Staff will assist patrons with Internet use **as time permits**, but cannot necessarily offer individual personal instruction. Formal instruction may be offered by the Library at designated times on a monthly or seasonal basis.

The Internet is rapidly changing environment. The Library cannot monitor or control the information available on the Internet and is not responsible for its content. Because not all Internet sources provide accurate, complete or current information, users are responsible for determining that the information they access is acceptable, reliable, and suitable to their needs.

Responsibility for the use of the Internet by children and young adults rests with their parents or legal guardians. Parents are encouraged to discuss with their children appropriate use of Internet resources and to supervise their children's Internet sessions. Specifically, children under the age of eight need to be accompanied by an adult when using Internet Services at the Pewaukee Public Library.

Internet users need to be aware that they may find material in graphical or text format that they consider offensive, just as they might find objectionable material in other formats such as books and audio-visual materials. In sum, the library does not vouch for or endorse the viewpoints of written material in its collections, and it does not do so for electronic information. In choosing and using Internet sources, users should evaluate them just as they do print sources, questioning the accuracy and the completeness of the information.

### **Disclaimer**

The Pewaukee Public Library is responsible **only** for the information on its home page. Please keep the below information in mind when making the decision for you or your child to have Internet access. The Library provides workstations for free public access to the Internet as an informational, educational and recreational resource. The Library expects that all use of electronic information resources such as the Internet will be responsible and ethical, consistent with the purpose for which these resources are provided. This includes:

1. Library users have the right to confidentiality and privacy. However, Internet users should be advised that because security is technologically difficult to achieve, electronic transactions and files could become public.

2. Using resources for educational, informational and recreational purposes only: not for unauthorized, illegal or unethical purposes. In addition, users should be aware that the Internet may not be a secure medium for the transmission of personal information, such as name, address, or credit card number. Pewaukee Public Library assumes no responsibility for any damages, direct or indirect, arising from the use of its on-line resources.
3. 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 software components of any network or database.
4. Further respecting the privacy of others using public access work-stations at the library by not interfering with their use.
5. Making only authorized copies of copyrighted or licensed software or data. “The U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder.” Any responsibility for any consequences of copyright infringement lies with the user. Pewaukee Public Library expressly disclaims any liability for responsibility resulting from such use.
6. Not sending, receiving, or displaying text or graphics which may reasonably be construed as offensive.
7. Not making unauthorized changes to the setup or configuration of the software or hardware.
8. Computer users may only save onto portable storage devices such as floppy disks. Jump drives or CDs. Material saved onto the C drive will be lost.
9. Although the library routinely scans for computer viruses, this will not completely protect from the possibility of getting a virus. Library users who utilize portable storage devices on both a library computer and home computers should have their own virus-checking software. The library is not responsible for damage to a person’s disk or computer, or for loss or corruption of any data that may occur from patron use of the library’s computers.
10. Computer users may not always be able to access places on the Internet. There are several reasons for this:
  - The library uses a commercial filter which blocks access to certain sites.
  - There may be too many Internet users, and the host computer may have closed or limited access to the site.
  - The database or resource may be fee-based, or licensed to particular institutions which require membership.

- The site address may have changed, or the site may have closed.
- The host computer may be down for maintenance or because of a technical difficulty.
- The library's server, network or Internet service provider may be temporarily inoperative due to system upgrades or technical difficulties.

### **Library's Rights Reserved**

Violation may result in loss of Internet and/or library privileges.

The Library reserves the right to:

- Terminate a user's session, without notice.
- To limit the amount of computer time at any one sitting.
- To erase any and all users' files stored on library equipment, without notice.
- To deny or limit access to computer operating systems.
- To deny or revoke internet or library privileges for a specified amount of time.

Illegal uses of computers may also be subject to prosecution by local, state and/or federal authorities.

### **Responsibilities of Users**

When at the public library, patrons have a responsibility for their use of materials and services. As in the case with other library materials, *it is the responsibility of a child's parent or legal guardian to determine and monitor their children's use of library materials and resources, including use of the Internet.* Parents are encouraged to discuss with their children appropriate use of Internet resources and to supervise their children's Internet sessions. Specifically, children under the age of eight years old need to be accompanied by an adult when using Internet computers.

### **Scheduling**

1. Internet services at public stations are available during all hours the library is open to the public unless, due to a staffing emergency, the Adult Reference Desk needs to be closed down. The Library staff is instructed to shut-down computer terminals 15 minutes prior to closing.
2. Since space around the Internet computer is extremely limited and increased noise from group conversations is disruptive to others, we ask that not more than 2 people gather at the Internet computer at the discretion of the reference librarian.

### **Sign-up**

1. An individual signs on for a one hour session at the computer station using his/her library card. Visitors to the community may receive a guest reservation at the Reference Desk at no charge.
2. A maximum of two people may be signed up concurrently for use of a public station for Internet services.

3. Individuals waiting to use the Internet services **must** remain in the library and are responsible for watching for their turn. If there is a need to cancel a scheduled session, please inform the library staff person before leaving the building.
4. Due to confidentiality, Internet Session Logs will be properly disposed of daily.

## **Printing**

Cost for printing from a computer terminal is .10 cents for black/white. Fees will be collected at the Circulation Desk and the Adult Reference Desk.

## **Internet Viruses**

The library uses a virus-checker on all of its computer terminals.

## **INTERNET POLICIES AND LAWS**

### **Copyright**

U.S. Copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution copyrighted materials, except as permitted by the principles of “fair use.”

Users may not copyright or distribute electronic materials (including electronic mail, text, images, programs or data), without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user. The library expressly disclaims any liability or responsibility resulting from such use.

Misuse or abuse of computers or Internet access may result in loss of Internet access or library privileges. Illegal uses of computers may also be subject to prosecution by local, state or federal authorities.

### **National Center for Missing and Exploited Children**

Parents should discuss appropriate Internet use with their children, and monitor their Internet use. Every family may want to read “My Rules for Online Safety,” as published by the National Center for Missing and Exploited Children.

## **MY RULES FOR ONLINE SAFETY**

I will not give out personal information such as my address, telephone number, parents’ work address/telephone number, or the name and location of my school without my parents’ permission.

I will tell my parents right away if I come across any information that makes me feel uncomfortable.

I will never agree to get together with someone I “meet” online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.

I will never send a person my picture or anything else without first checking with my parents.

I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents right away so that they can contact the online service.

I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

### **American Library Association**

The American Library Association has a brochure designed to help you determine what makes a site helpful, educational or reliable. This brochure can be printed at the following website: <http://www.ala.org/ala/alsc/greatwebsites/greatsitesbrochure.pdf>

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# PERMISSION AND RELEASE FOR INTERNET ACCESS

**The parent/guardian of a user under the age of 18 must complete the following before access to the Internet work stations will be granted:**

I have read the rules concerning Internet access. I understand that my child’s failure to comply with any of the rules may result in suspension or termination of Internet access privileges, depending on the severity of the offense. Legal action may take place in the case of breach of security or where an action violates local, state, or federal laws or regulations.

**Name of Applicant (please print)** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_  
**Signature verified (staff initials)**

**The parent/guardian of a user under the age of 18 must complete the following:**

I hereby grant the Pewaukee Public Library permission to provide Internet access to my child and hereby waive any claims against the Village or City of Pewaukee, the Pewaukee Public Library, the Library Board of Trustees or their officers, officials, agents and employees which may arise from my child’s utilization of any Pewaukee Public Library public Internet workstation.

**Signature of Parent/Guardian** \_\_\_\_\_

*Signature verified (Staff Initials)* \_\_\_\_\_

Date \_\_\_\_\_

**Notarized parent/guardian signature will be accepted in place of personal appearances.**

State of Wisconsin, County of \_\_\_\_\_.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public

(seal)