

Public Computer, Internet, and Wi-Fi Policy

Purpose Statement

The Jefferson Public Library provides access to computers and the Internet as a means to enhance the information and learning opportunities for the citizens of the Library's service area. The Board of Trustees has established the **Public Computer, Internet, and Wi-Fi Policy** to ensure appropriate and effective use of this resource.

The Board of Trustees for the Jefferson Public Library strive to provide equitable access to information in print and electronic formats. In order to fulfill this objective, the Library provides computers which the public may use to access the internet, word processing software, and the Library's online catalog. The Library also provides free Wi-Fi for patrons who use their own personal devices.

General Guidelines

- Patrons may connect their personal devices to any available electrical power outlet provided the cord(s) do not create a hazard. Library staff shall have the authority to determine what constitutes a hazard. Patrons may not unplug Library equipment.
- The Library is not responsible for any loss or damage to personal devices.
- Patrons are responsible for consequences of any copyright infringement.
- If a patron prints, there will be a per-page charge.
- Patrons shall use headphones when using applications that require sound. The Library may have headphones available for patrons to borrow. Otherwise, the sound on their device must be shut off.

Internet Guidelines

- The Library's internet access is unfiltered.
- Before connecting to the Library's internet service and/or public computers, patrons must read and accept the terms of this policy, which are displayed onscreen.
- Parents/Guardians of children under the age of 18 must assume full responsibility for their children's use of the Library's computers and internet service.
- The Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content.
- All Library resources, including internet access, are provided equally to all Library patrons.
- The Library is not responsible for any financial loss that may occur while using the Library's internet services. This includes, but is not limited to, loss due to improper use of online financial tools, personal information intercepted, and identity theft.

- While respecting patrons' right to privacy whenever possible, staff have the right to monitor use of the Library's internet and computers to ensure compliance with Library policy.

Wired Network (Library Owned Public Computers)

- Patrons are required to sign in to these computers with their library card number. Patrons who are ineligible for a library card or do not have a library card may be signed in as a guest for computer use.
- Patrons are required to accept the terms and conditions of the Library's **Public Computer, Internet, and Wi-Fi Acceptable Use Agreement** in order to use a library owned computer.
- Children under the age of 18 are not allowed to use a guest pass, and must use their library card to sign in.
- Children age 8 and under must be accompanied by an adult when using the Library's public computers, to ensure proper use of the equipment.
- Computer and internet use are offered in ninety (90) minute sessions. Patrons may be granted additional time, but is not guaranteed.
- The internet workstations located in the Youth Department are primarily for use by children and the adults who are supervising them. Adults using these workstations are expected to be sensitive to the presence of children in the room and may be asked to use an adult workstation if the site(s) they are viewing are deemed by library staff to be inappropriate for children.
- Security software is installed on each computer which will limit public access to certain settings and programs and in turn, may limit some functionality.
- Files can only be temporarily saved on these computers and will be deleted after a patron signs out of the computer.
- Patrons need to provide their own storage device to save and store any personal documents.
- The Library is not responsible for loss of data that may occur due to automatic shutdown protocols.

Wireless Network

- Patrons are required to accept the terms and conditions of the Library's **Public Computer, Internet, and Wi-Fi Acceptable Use Agreement** in order to use the Library's public Wi-Fi service.
- This Wi-Fi connection provides unfiltered and unsecured access to the Internet and is open to everyone.
- The Library does not guarantee that all personal devices will be able to connect to the wireless network. Response speed, bandwidth, and continuity of connection are not guaranteed.
- Virus, security, and privacy protection are the responsibility of the patron.

- Patrons using personal electronic devices may not connect to the Library's computer network or to library computers by means of a wire or cable.
- The Library reserves the right to disconnect any device and to deny patrons the use of wireless internet access if they fail to comply with any part of this policy.

Library Owned Online Catalog Computers

- Online catalog computers are available throughout the Library for patrons to use at their own discretion to search the Library's online catalog.
- These computers may not be used to search the Internet and are available on a first-come first-served basis.

Acceptable Use

The public computer and internet services at the Jefferson Public Library are intended to provide access to knowledge, information, and a diversity of ideas.

All patrons are expected to use this resource in a responsible manner consistent with the educational and informational purposes for which it is provided.

Only beverages with a secured lid are allowed near computers; food consumption is not allowed.

Unacceptable Use

Examples of unacceptable uses include, but are not limited to:

- Any illegal activity.
- Viewing, sending, receiving, or displaying explicit or pornographic materials.
- Failing to abide by federal, state, and municipal laws and regulations.
- Disregarding the privacy of others.
- Misrepresenting oneself.
- Attempting to modify or gain access to files, passwords, or data belonging to others; seeking unauthorized access to any computer system.
- Destruction of or damage to equipment, software, or data belonging to the Library.
- Making any changes to the setup or configuration of the Library's internet resources.
- Interfering with or disturbing other library patrons.
- Making unauthorized copies of copyrighted or licensed software or data.
- Invading the privacy of others or engaging in activity that is harassing, bullying, defamatory, or threatening.

Consequences of Misuse of the Public Computers, Internet, and/or Wi-Fi

Inappropriate, illegal, or unacceptable use is prohibited and can result in loss of internet privileges, loss of library privileges, and/or legal action. Illegal activities may be referred to and/or subject to prosecution by local, state, or federal authorities. Library staff reserves the right to end a patron's session.

Misuse or abuse of the Library's public computer and internet services may result in the following:

- 1st Offense: One-week suspension from public computers use at the Library.
- 2nd Offense: One-month suspension from public computers use at the Library.
- 3rd Offense: One-year expulsion from the Library and suspension of all library services.

Serious and/or repeated violations of the Public Computer, Internet, and Wi-fi Policy may result in full suspension of library services, expulsion from the Library, and/or criminal prosecution.

Exceptions to this policy may or may not be granted at the discretion of the Library Director.

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