

East Troy Lions Public Library Internet Access Policy

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Updated Policy Approved: 05-14-2013

Part of the mission of the Library is to ensure the citizens of the East Troy area have free and open access to information and an impartial environment in which to explore the universe of ideas. To that end the Library Board and staff will protect intellectual freedom, promote literacy, encourage lifelong learning, and provide library materials and information resources. In introducing the Internet as an information resource, the library's goal is to enhance its existing collection in size and depth and, as a public access agency, give opportunity to any citizen who wishes to participate in navigating the internet.

Historically, the Library has made information available in a variety of formats. Integrating electronic resources from outside networks with the Library's own materials allows access to ideas, information and commentary from around the globe, and demonstrates what the age of electronic information and communication can mean to all citizens of East Troy, regardless of education, occupation, economic status or age.

Currently it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally and culturally enriching to all ages, it also enables access to some materials that may be offensive, disturbing, and/or illegal. Library staff will assist people of all ages find information from the Internet and will identify specific starting points for searches, but cannot censor access to materials or protect users from information they find offensive. Library staff cannot act in place of parents. As with other library materials, supervision or restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. It is also the responsibility of the child, whose curiosity is surely tempered by his or her judgment and upbringing.

Internet Guidelines

Welcome to the East Troy Lions Public Library. By using a public Internet workstation, you agree to the following guidelines:

- 1) All Internet users must present a valid library card or driver's license, in order to use the public Internet workstations.
- 2) Prospective users will be asked to sign an Internet agreement statement on their library card application form.
- 3) Youth under age 18 who wish to use the Internet must have a parent or guardian's permission noted on their library card application form.
- 4) Please check in at the Circulation Desk before each session.

5) All users of electronic information resources are expected to use these resources in a responsible and legal manner consistent with the educational, informational and recreational purposes for which they are provided. **These computers are in a public place where both adults and children may accidentally view the monitor.**

6) If a patron is viewing inappropriate material (visual material that by local community standards would be considered obscene) or otherwise abusing his or her Internet privileges, the Library Director will discuss this policy with the patron and make a note on his or her account that the patron has one warning against him or her. If a patron has more than two warnings, their internet privileges will be permanently suspended.

7) If a patron's Internet access privileges are suspended because of inappropriate Internet use and if that patron feels that he or she was wrongly charged, they may approach the Library Board and ask that their case be considered. If the Library Board feels that the patron was wrongly accused, their privilege may be reinstated.

8) All users are liable if they temporarily or permanently damage any equipment or software.

9) Workstations may be reserved or are available on a first-come, first-served basis. When all of the computers are in use and there are users waiting, each user may be limited to 30 minutes per session. If a workstation is reserved and a patron is late, the reservation will be held for 5 minutes, and then forfeited.

10) If patrons are using the computers for educational, or professional/job related purposes, then two patrons may use the same computer. Otherwise, use is limited to one person at a time. If two people reserve a computer together and one person is late, the time slot will be reduced by those minutes.

11) If patrons are working on a serious academic or professional/job related task, the patron may ask at the desk for a longer block of time and an exception to the 30-minute rule mentioned in point #8.

12) A discussion of child safety on the Internet is presented at the National Center for Missing and Exploited Children. This information can be found online at: <http://www.missingkids.com/Safety> and parents are encouraged to review this information with their children. This is especially important in light of the fact that our Internet workstations do not have any filters.

13) Because we do not allow any documents to be saved on our public computers, users are encouraged to bring a portable storage device, such as a flash drive, with them, if they think they will need to save any documentation.