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Computer, Electronic Device, and Internet Use Policy

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I. Purpose of Policy

A. The Mount Horeb Public Library is committed to providing access to informational, educational, recreational, and cultural resources for all library users. The Library provides access to the Internet through library computers connected to the Internet and through wireless Internet.

B. The library strives to serve people of all ages, at all levels of need, and considers its endorsement of the Library Bill of Rights and the Freedom to Read documents to apply to the use of electronic information. The library also upholds public access to information in accordance with the provisions of the Constitution of the United States.

C. To ensure equal and fair access is provided, it is necessary to have a policy, which defines the relationship and responsibility of the library and the customer as it relates to the use of library computers and laptops, access to the Internet and gaming software and equipment. This policy applies to all computers that access the Internet on the Mount Horeb Public Library's network (i.e. both library-owned and personal equipment.)

D. This policy defines the relationship and responsibilities of the library and patrons regarding the Internet.

E. This policy is used by library staff to determine acceptable uses of computer and Internet access the library provides for its patrons.

F. The library provides public access to computers, laptops, the Internet (wired and wireless), and gaming equipment in an effort to serve the entertainment interests of all ages.

II. Internet Access

A. The Mount Horeb Public Library provides access to a broad range of information resources, for learning and recreation, including those available through the Internet.

B. The library assumes responsibility only for the information on its homepage. We do not monitor, have no control over, and do not accept responsibility for the material in other sources on the Internet. The availability of networked information via library equipment does not constitute the library's endorsement of the content of that information.

C. The library has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. The authority to determine what is illegal content rests with the courts as defined in Wisconsin and federal statutes.

D. If any patron believes that information obtained via library computers, laptops, (or library's wireless) inaccurate or offensive, the patron should contact the original producer or distributor of the information.

E. Disclaimer: Information on the Internet is provided by a multitude of sources. Provision of access by the Library does not constitute endorsement of the ideas or information found on the Internet. Library staff cannot guarantee the accuracy, quality or timeliness of the information found online. Information found on the Internet falls outside the scope of the Library's Collection Management Policy. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

III. Appropriate Internet Use Guidelines

A. Internet authorization is required for youth under the age of 16 and is recorded in the youth's library record, including the name of parent authorizing use.

B. Youth whose parents have not authorized Internet use will be given the status of "blocked" in the management software.

C. Youth found to be using a friend's card to access the Internet will be subject to consequences as outlined in Section XI Violations of Policy.

D. The following statements list actions not tolerated and held to be unacceptable Internet (wired or wireless) use.

1. Spamming, Invasion of Privacy, Forging of Headers: Customers shall not send unsolicited bulk and/or commercial messages over the Internet or engage in activities that invade another's privacy. Customers must respect the privacy of others and shall not misrepresent oneself as another user – this includes logging in with another customer's library card account. Nor shall patrons forge or misrepresent message headers, whether in whole or in part, to mask the originator of the message.
2. Intellectual Property Right Violations: Customers may not engage in any activity that infringes or misappropriates the intellectual property rights of others, including patents, copyrights, trademarks, service marks, trade secrets, or any other proprietary right of any third party. Any responsibility for the consequences of intellectual property infringement lies with the user.
3. Obscene or Indecent Speech or Materials: Customers may not advertise, solicit, transmit, store, post, display, or otherwise make available obscene or indecent images or other materials. According to the Wisconsin State Statutes (Sec. 948.11), customers using the Internet may not expose children to harmful materials and makes it a crime to expose children to pictures or images of nudity, sexually explicit conduct, or physical torture or brutality that appeal to prurient, shameful, or morbid interests and are patently offensive to prevailing adult standards regarding materials suitable for children. Customers who ignore or abuse the tenets of this policy will have their computer use privileges revoked. The Mount Horeb Public Library will notify and fully cooperate with law enforcement if it becomes aware of any use of its services to any connection with child pornography, exposure of sexually explicit material to children, or the solicitation of sex with minors.
4. Defamatory or Abusive Language: Customers shall not libel, slander, or maliciously offend other users. Customers shall not transmit, post, upload, or otherwise make available defamatory, harassing, abusive, or threatening material or language that encourages bodily harm, destruction of property, or harasses another.
5. Hacking: Customers shall not attempt to crash, degrade performance of, damage, modify, or gain unauthorized access to computer systems and networks, hardware, software, files, passwords, or data that belongs to the library or other uses.
6. Distribution of Internet Viruses, Ransom Ware, or Other Destructive Activities: Customers shall not distribute information that disrupts the use of or interferes with the ability of others to effectively use any connected network, system, service or equipment.
7. Other Illegal Activities: Customers shall not advertise, transmit, or otherwise make available any software product or service designed to violate this Agreement. Customers may not advertise,

transmit, or otherwise make available ponzi schemes, pyramid schemes, fraudulently charge credit cards, or pirate software.

IV. Wireless Access

- A. Wireless Internet access is a free public service provided by the Mount Horeb Public Library.
- B. When customers log in to the Wireless Network, they are agreeing to Section III, Appropriate Internet Use Guidelines, D 1-7 of this policy.
- C. Wireless printing is available from patron devices and library equipment.

V. Electronic Device Access

Device Type	Age Limits	Number of devices	Loan period
Computer stations	All ages	6	up to 120 minutes (in house only)
Intermediate home work stations	Ages 12 and under	2	up to 120 minutes (in house only)
In house laptops	Ages 16 and up	2	up to 120 minutes (in house only)
Laptops for checkout (Mount Horeb patrons only)	Ages 18 and up	4	7 days
Catalog only computers	All ages	2	N/A
In house gaming iPads	All ages	10	up to 120 minutes
Spheros	All ages	2	7 days

- A. To use the public computers and laptops, it is suggested that a customer have a library card and know the PIN (personal identification number) for their account. Patrons who do not have a library card may use a guest pass to utilize in house public computers and laptops.
- B. In house computer and laptop use is offered in 30-minute to 60-minute sessions. Customers may reserve up to two (2) hours of continuous computer time to access the 120-minute maximum. Reservations may be made up to 7 days in advance using the “My PC Public Booking Site” or by calling the Help Desk and asking a staff member to reserve the computer or laptop for you. Please see the library website for instructions on reserving a computer via the “My PC Public Booking Site.” The four laptops available for check out for 7 days are not available to be reserved via the “My PC Public Booking Site.” Patrons should inquire about the availability of the laptops at the library. These laptops are reserved for patrons who utilize Mount Horeb Public Library as their home library and cannot be shared system-wide.
- C. In house computers and laptops are available during regular operating hours until 15 minutes before the library closes. Unreserved computers and laptops are available on a first-come, first-served basis.

VI. Appropriate Use Guidelines

- A. Food and drinks are not allowed near any electronic devices.
- B. Children six (6) years of age or younger must be accompanied by a parent or guardian or by an older sibling or friend (11 years or older) when using a computer, laptop, or the LINKcat computers.
- C. Youth under the age of 16 must have permission from a parent or guardian to use electronic devices with Internet access.
- D. There is a limit of one (1) person per workstation. Any deviation from this limit must be approved by library staff. (An exception may be granted for homework related projects or projects that involve a parent and child, etc.)
- E. Customers should save all information on personal removable media (flashdrives, saving to e-mail accounts, etc.) Hard drives on library computers and laptops are automatically cleared when rebooted.

F. The Mount Horeb Public Library will not be responsible for injuries or damages to possessions of individuals or groups resulting from the use of the computer or laptop. This includes credit card charges, identity theft, or other potential damages that are possible when using networked computers.

G. Printouts will be charged at \$.10 for black and white and \$.25 for color.

I. Inappropriate use of the library's computers, laptops, and/or other devices for illegal and unacceptable behaviors is outlined in Section III, Appropriate Internet Use Guidelines, D 1-7. The library will take disciplinary measures including but not limited to discontinued computer or laptop service or loss of library privileges. Illegal use of computers or laptops may also be subject to prosecution by local, state, or federal authorities.

VII. Gaming Software and Equipment Access

A. The gaming equipment (and its software) is available on a first-come, first-served basis.

B. Gaming sessions are limited to 30-minute sessions if others are waiting and games cease play 30 minutes before closing.

VIII. Appropriate Gaming Software and Equipment Use Guidelines

A. Children under the age of 11 may not use the Teen gaming equipment.

B. Youth may play games they personally own on the library's gaming equipment; however, the games must be rated E (everyone) or T (teen). M (mature) is not allowed.

C. The youth must present the games they bring into the library to the circulation staff for review. The circulation staff will alert the Reference staff to the presence of a privately owned game in play in the Teen Area. Circulation staff reserves the right to hold on to a particular title that does not meet the library's criteria until the teen is ready to leave the building at which time the game will be returned.

D. Help Desk staff reserve the right to deny the use of any game brought into the library and played on the library's gaming equipment. The restriction or denial of any particular game may vary from librarian to librarian depending on the issues or circumstances they deem valid for denying use of a particular game.

E. If an individual or group of gamers creates a disturbance (i.e. talking in a voice beyond a whisper, etc.) that limits the effective use of the library by others, they will be asked to correct their behavior, disband, and/or leave the building as appropriate.

F. All gaming software and equipment/controllers must be turned back into the Circulation Desk at the end of play.

IX. Supervising Children's Use of the Internet

A. The public library, unlike schools, does not serve in loco parentis. Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore online. Mount Horeb Public Library supports the right for each family to decide appropriate online use for their children.

B. The responsibility for what minors read or view online rests solely with parents or guardians. Parents or legal guardians must assume responsibility for deciding what materials are appropriate for their children and are responsible for placing restrictions on their children's access to online information. In supervising children's use of online information, parents or legal guardians should provide children with guidelines on acceptable use of electronic resources, including email and chat rooms.

C. The library will work with parents and legal guardians to block a child's computer access entirely, but the library cannot limit computer access by time, platforms, programs, or in any other selective way. Blocking access entirely only applies to in house computers (not wireless or mobile devices) and the specific library card account the parent or legal guardian identifies.

1. To block a child's access, the custodial parent or legal guardian must submit a signed and dated letter to the library requesting the child's computer access be blocked. The letter must include the child's library card number.

2. The block will be in effect until the custodial parent or legal guardian submits another request in writing to lift the block. The request must be signed and dated, and it must include the child's library card number.
3. The block will otherwise expire when the child turns sixteen (16) years old. Officially blocking computer access is a serious matter and goes against the library mission.

X. Staff Assistance

- A. Computer and laptop use is provided with the understanding that it is primarily self-service and that most learning will occur through self-instruction instead of library staff intervention. Customers who plan to use their own equipment are responsible for troubleshooting it themselves.
- B. The Help Desk staff is willing to assist with the computers and laptop. However, there are limits to what they can do.
- C. Cursory assistance related to the use of software programs will be available as staff time permits.
- D. Intensive assistance or training related to the use of software programs is not available from the library staff (unless offered through a formal class).

XI. Violations of Policy

- A. The nature and seriousness of the offense shape the consequences.
- B. The following actions may be taken:
 1. Warnings - discussion of "Computer, Electronic Devices, and Internet Use" policy and other applicable policies.
 2. Suspension of some aspect of library service per the library's Code of Conduct policy. Please see the library's website to review the Code of Conduct policy.

This policy supersedes any other policies on this topic. Latest revision by the Library Board on September 24, 2020.