



Section 1: Neillsville Library IT Policy

1.A - The Neillsville Public Library is providing with the community with computer portal, and open Wifi, access to the Internet and Worldwide Web. Computer portals are also provided for word processing and file viewing. These IT systems are exclusively the properties of the Neillsville Library, and that these services and equipment are provided as a privilege to patrons. The Library and City reserve the right to discontinue, or limit, these services to any patron at any time, and without prior warning.

1.B - The computer portals of the Neillsville Library are provided for the following **purposes**: (1) Education, access the vast information of the Worldwide Web; (2) Communication, access to electronic mail, texting, blog, etc.; (3) Computation, access to basic document viewing and production software.

1.C – In order to preserve systems **hardware**, no food, beverage, liquid or damaging debris is allowed near the computer portals. Any behaviors or practices that may physically damage the systems are strictly prohibited and are grounds for denying a patron further use.

1.D – In order to preserve the system **software**, no software downloads, deletions or alterations are to be made on the computer portals. Any desired software, changes or alterations should be requested through the Library Staff.

1.E - Any transmitting of computer **viruses or Malware** is strictly prohibited. Any violations will be reported directly to local authorities and the user may be held liable for system damages.

1.F - Electronic transmissions or communication via the Internet shall not be considered either private or completely secure. Transmission may be intercepted in transit or stored indefinitely, including that of the recipient. Accessing financial accounts or performing money transactions with the use of Library computer portals is strongly discouraged. The Neillsville Library and City of Neillsville will not be held responsible for personal information that is intercepted and misused.

1.G - Users are responsible for the appropriateness and content of material they transmit or publish in messages via the Library IT systems. Hate mail, harassment, discriminatory remarks or other antisocial behavior such as targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual, group or organization are prohibited.

1.H - Accessing or distributing indecent material, obscene material, child pornography, or illegally distributing copyright materials will be grounds for immediate denial of user access, and uses will be reported to local authorities for investigation.

1.I – Any user found in violation of the policy may be denied user access by library staff. If user access is denied access, the patron will immediately and calmly discontinue the use of the Library IT systems. Non-compliance with staff instructions may lead to intervention from local authorities. To appeal any such decision, or request reauthorization for access; patron must make his/hers plea through the Neillsville Library Board.



Section 2: User Agreement

2.A - As a user of Neillsville Library IT systems, I agree to adhere to the Neillsville Library IT Policy set forth above, and I understand that this equipment is the exclusive property of the Neillsville Library and the City of Neillsville. I agree to use the equipment only for the appropriate purposes as designated by the Neillsville Library IT Policy. I agree to help preserve the hardware and software of these IT systems in accordance with the Neillsville Library IT Policy. I agree to keep myself informed, and adhere to, updates to the Neillsville Library IT Policy as they are posted by library staff.

I understand that any infraction of the policy can lead to immediate denial of user access to the Library's IT systems, and that I may be liable for any damages resulting from my willful misconduct or actions outside of Library IT Policy.

I understand that my use of the Neillsville Library IT systems is a privilege and that disobeying the IT policy will lead to denial of my user access.

I understand my rights to appeal, and if denied user access will address all concerns through the Neillsville Library Board.

2.B Patron Consent:

Printed Name: _____ Signature: _____

Address: _____ Date: ____/____/____

2.C Legal Guardian Consent (if under 18yrs old)

Printed Name: _____ Signature: _____

Address: _____ Date: ____/____/____

(For Staff Use:)

2.D Access granted on: ____/____/____ By staff member: _____

2.E Access denied on ____/____/____ Reason: In violation of policy(s):# _____

Authorities notified on: ____/____/____ (if applicable)