

Effective Date:	Neillsville Public Library Standard Policies & Procedures SECTION 11: INTERNET USE POLICY			
Page 1 of 2	Initiated by: (Library Board) Approved by: (Library Board)			
Date of Review & Initials				

The Neillsville Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Library Board and Librarian established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons. This service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for the children's use of the library's Internet service. All users must sign the Internet Use Log prior to beginning their session.

Expectations: Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable use of the service will result in the suspension or revocation of Internet use privileges.

Warnings: The Internet is a decentralized, un-moderated global network. The Neillsville Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information. The library is not responsible for the availability and accuracy of information found on the Internet.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Internet use is offered in 60 minute sessions per day per patron. Beginning at 3 p.m. daily, sessions are restricted to 30 minute periods due to increased after school use. Computer use is on a first-come first-serve basis.

A printer is available to print pages off the Internet. The cost is \$.20 per page and must be paid for at the conclusion of the session.

Guidelines:

Only 2 people will be at each Internet station.

Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural and recreational needs. Use of computers to play Internet “games” does not fall into this category of use and will be discouraged.

Users may not use the Internet for “chat rooms”.

Users MAY NOT use the Internet to display inappropriate text, graphics or images. When the library staff notices such use they will warn the patron of their inappropriate use and have them sign a form so the incident can be documented. The first warning will result in a one (1) week suspension of their Internet privileges. The second warning will result in a two (2) week suspension of their Internet Privileges. The third and final warning will result in a TOTAL SUSPENSION of their Internet privileges.

Users may use the Internet for the receipt/ transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them. The library is unable to manage e-mail accounts for any organizations or individuals.

Users will respect and uphold copyright laws and all other applicable laws and regulations.

Patrons will not use the Internet for illegal purposes.

Patrons will not use the Internet for online gambling or gaming.

Users will respect the rights and privacy of others by not accessing private files.

Users agree not to incur any costs for the library through their use of the Internet service.

Users shall not create and/or distribute computer viruses over the Internet.

Users shall not deliberately or willingly cause damage to computer equipment, programs or associated equipment.

Patrons under the age of 18 will provide to the library staff written permission from a parent or legal guardian before they can use the Internet. This will be kept on file.

**See Appendix K for the Internet Use Agreement Form.
Also see Section X: Equipment Use Policy for more details.**

