

## **COMPUTER AND INTERNET POLICY**

### **(formerly Public Access Internet Policy)**

#### **West Allis Public Library**

Access to the Internet is made available at the West Allis Public Library as a means of providing access to collections, resources, and ideas that meet the cultural, educational, and informational needs of the community. The Internet contains a vast amount of changing materials and ideas - none of which are directly controlled by the West Allis Public Library. Consequently, the West Allis Public Library shall not be held responsible for the content and/or reliability of information accessed. All users of the Internet are expected to use this resource in a responsible and courteous way, consistent with the purpose, goals, and mission of the library-and shall follow all Internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library. Additionally, the West Allis Public Library affirms the duty of parents or guardians to direct and oversee their children's use of the Internet. Library staff reserves the right to restrict any use of the Internet which causes a disturbance or violates this Policy, whether accessed using library computers/devices or personal electronic devices.

Due to the evolving nature of the Internet, policies are subject to change without notice and at the library's discretion.

#### **Adult Services Workstations**

1. The computers require that users hold a valid Milwaukee County Federated Library System (MCFLS) card. Users in the Adult Department must be 15 years of age or older.
2. Patrons are allowed two hours of Internet time per day.
3. No reservations are taken for Internet computers.

#### **Young Adult Workstations**

1. The computers require that users hold a valid Milwaukee County Federated Library System (MCFLS) card. The computers are open to teens ages 12-18.
2. Parents and guardians are welcomed and encouraged to use the Internet with their own children at the library and have the primary responsibility to guide and direct their children in its use.
3. Teens receive two hours of Internet time per day.
4. No reservations are taken for Internet computers.

#### **Children's Department**

1. Parents and guardians are welcomed and encouraged to use the Internet with their own children at the library and have the primary responsibility to guide and direct their children in its use.

2. The child's own valid Milwaukee County Federated Library System (MCFLS) card is necessary to use the Children's Department Internet computers. Internet Computers in the Children's Department are available to users under age 15 for two hours a day.
3. Supervision must be provided for children under the age of seven by a person twelve years or older.
4. Children have priority for Internet Services in the Children's Department.
5. Internet use for adults is available only if the computer is not being used by a child. Adults must relinquish the computer if a child requests to use the workstation.
6. No reservations are taken for Internet computers.
7. No more than two users are allowed at a workstation at the same time.
8. Patrons must be logged into EnvisionWare while using the computers.

### **Filtering Software**

The library has installed filtering software on public access Internet computers in the Children's and Young Adult Departments. The library supports unrestricted access to the Internet for individuals and opposes censorship of any information available over the Internet. The library does employ filtering software in the two departments in order to limit access to graphic materials that are inappropriate for public display, to the extent that current technology allows. Users should be aware that no filtering software is foolproof. Occasionally, a useful site may be blocked or access is allowed to a site that some might find objectionable. Library staff reserves the right to restrict any use of the Internet which causes a disturbance.

### **Parental Internet Access Form**

A parent or legal guardian may request that his/her child not be allowed to use the Internet services available at the West Allis Public Library by completing a *Parental Internet Access Form*. Completed forms will be kept on file in both the Adult and Children's Departments. Adjustments will be made to the child's EnvisionWare Account so that the patron will no longer be allowed to log onto the library Internet workstations. Additionally, the information will be used to manually restrict the child's access to the Internet at the library.

In the case of a child for whom a *Parental Internet Access Form* has been filed, the restriction will expire upon receipt of proof of the child's 18<sup>th</sup> birthday. It shall not be the responsibility of the West Allis Public Library to verify any child's age.

### **Staff Assistance (with Computer Devices and the Internet )**

The library staff can assist with basic questions and help users get started on the Internet. Staff can suggest information as to where users may receive appropriate training. Books, classes, manuals, and other materials will also be made available. However, the needs of all library patrons limit the amount of time staff can spend with each Internet user.

### **Printing**

All of the Internet workstations have printers attached. Users are asked to conserve paper by printing only necessary information. The first five pages are free. The subsequent pages are 10 cents each.

### **Misuse of Computer Equipment and Internet Access**

1. Anyone who knowingly alters, manipulates, removes, renames, replaces or otherwise damages files, programs, commands, and/or settings on computer software, hardware, and/or peripherals, is subject to West Allis City Ordinance number 2.28 (3), and all provisions of same. Patrons are expected to respect and follow the precepts of the posted Library Code of Conduct.

2. Because the screens of Internet workstations and personal Internet connectable devices may be viewed by patrons in the library other than the user, displays of sexually explicit or violent materials are prohibited. Additionally, access to/use of the Internet may only be for legal purposes. Activities that are specifically prohibited include, but are not limited to: harassment, or libel of others, attempts to circumvent computer security systems, or violations of local, state or federal laws. Violation of this provision may result in user's library privileges being revoked.

### **Copyright Considerations**

United States copyright law Title 17 of the United States Code prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by "fair use" precepts. Internet users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the expressed permission of the copyright holder. Any responsibility for consequences of copyright infringement lies with the user. The West Allis Public Library cannot be held responsible for any liability or responsibility resulting from illegal use.