

Brookfield Public Library

Public Computer Use Policy

Adopted: 09/25/2002

Revised: 1/25/2006, 6/25/2008, 12/16/2009, 10/27/2010

Purpose

In response to advances in technology and the changing needs of the community, the Brookfield Public Library endeavors to develop collections and services that meet the informational, recreational, and educational needs of the community. It is within this context that the Library offers access to the Internet and to computers with useful applications including, but not limited to, word processing, spreadsheets, and desktop publishing software.

Library Responsibility

The Library supports intellectual freedom and the American Library Association's interpretation of the Library Bill of Rights as it applies to Access to Electronic Information, Services and Networks. Library staff cannot control the availability or content of Internet sites which change rapidly and unpredictably. It is necessary for all library users to cautiously analyze data and information sources, whether printed or electronic, before accepting their validity. The responsibility of the Library is to provide access to information, not to endorse it. The Library has no control over the information accessed through the Internet and cannot be held responsible for its content.

Library staff does not monitor a patron's computer or Internet use, except for length of use in order to ensure equal opportunity of access for everyone. The patron, or the parent or guardian of a minor, is responsible for his or her Internet session at all times.

The Library's computers are subject to access by law enforcement authorities acting through state or federal law. The Library cooperates in the prosecution of violations arising out of use of its computers for illegal purposes and activities.

Guidelines for Use

Holders of a current, valid Brookfield Public Library card with fines or charges not in excess of \$5 are entitled to use the Library's computers. All patrons must sign a Computer Use Agreement (below), which stipulates that the patron has read and agrees to abide by the Brookfield Public Library's Public Computer Use Policy. Individuals under the age of 18 must have their Computer Use Agreements signed by a parent or guardian. Parents may request that their child's Internet use be "filtered" to prevent access to materials that might be considered objectionable.

Use of the computers is on a first-come, first-served basis. New users of computer workstations must complete a one-time registration form with a staff member at the Adult or Youth Services reference desks. Computer reservations can be made via the Library's website, in-person, or by contacting a staff member. Appointments will be held for a maximum of 5 minutes.

Users may extend their computer sessions if others are not waiting. Individuals are asked to be respectful of others waiting to use the Library's computer workstations.

Parents and/or guardians may accompany children using the youth services computer workstations. Adult services workstations may be used by high school students and adults only.

Personal Software and Storage

To help prevent computer viruses, personal software programs may not be used on any of the public computers. If patrons wish to save files, they may use their own storage media or they may purchase media from the Library. **Caution:** *Software downloaded from the Internet may contain viruses.* The Library is not responsible for damage to a patron's storage media, hard drive, or computer, or for any loss of data, damage or liability that may occur from a patron's use of the Library's computer network (wired or wireless).

Fees

The cost for printing from all computers is 10 cents per black and white page and 50 cents per color page.

Nonresident Use

Nonresidents may use the Library's workstations free of charge by presenting a library card in good standing from their home library and after completing a Public Computer Use policy. Out-of-state visitors will be allowed to present a driver's license in lieu of a library card. Residents will always receive first priority to computer workstations.

Patron Responsibility

The Brookfield Public Library requires that patrons using Library or personal computers, wired or wireless, do so within the guidelines of acceptable use. Exposing Library staff or patrons to images which may be deemed objectionable or obscene will result in the revocation of Library privileges. Library staff are authorized to terminate any patron's session or revoke a patron's computer privileges if a patron fails to comply with this policy.

Illegal acts involving Library resources may also be subject to prosecution by local, state, or federal authorities. Patrons will be given two verbal warnings of unacceptable computer behavior and will then have their privileges revoked after the third incident. A revocation of privileges may be reviewed upon written request to the Library Director.

Revoked Privileges and Personal Computing Equipment or Devices

Patrons who may no longer use Library computer equipment may use personal computing devices. Just one complaint regarding exposure to inappropriate or objectionable images will result in a total computing ban. Any and all use of the Library's wireless Internet signal will not be permitted. Again, a revocation of privileges may be reviewed upon written request to the Library Director.

Additional unacceptable activities:

- Use of electronic information networks for any purpose that results in the harassment of other users;
- Destruction of, damage to, or unauthorized alteration of the Library computer equipment, software, or network security procedures;
- Use of electronic information networks in any way that violates a Federal or State law;

- Use of electronic information networks in any way that violates licensing and payment agreements between the Brookfield Free Public Library and network or database providers;
- Unauthorized duplication of copy protected software or violation of software license agreements;
- Violation of system security;
- Behaving in a manner that is disruptive to others.

Guidelines for Minor Children

The public library does not serve *in loco parentis* (in place of parents). The Library will filter a child's access to the Internet if so requested by a parent or guardian, but parents should be aware that filtering software will not detect all objectionable sites. Parents are expected to monitor, supervise, and guide their children's use of the Internet. Librarians cannot act in place of parents in providing constant care and supervision of children as they explore the Internet.

Parents are strongly encouraged to:

- Explore the Internet with their children;
- Provide clear guidelines and set limits for their children;
- Learn how to evaluate the content of websites;
- Ask a Librarian for assistance in selecting appropriate websites for children;
- Educate children to never give out personal information (name, address, telephone numbers, passwords) online or to arrange face-to-face meetings with someone via the computer without parental approval.

Staff Assistance

The Library staff attempts to keep all computers up and running and will try to answer very basic questions about the operation of the computers. Staff cannot provide in-depth training on the computers or on any specific application on the computers.

The Library and Library staff are not responsible or liable for assisting users who are conducting e-commerce from the Library's Internet computers. Library staff may not access a user's personal accounts on the user's behalf.

Copyright

Patrons accessing the Internet via their own equipment (e.g., patron laptop computers) or via library equipment or resources are subject to applicable State and Federal laws, including copyright laws. Patrons may be liable for violating copyright laws.

Patrons who misuse computers, internet access, library materials or library resources may be denied access to library equipment or resources.

Liability

The Brookfield Free Public Library is not responsible for damages, indirect or direct, arising from a library patron's use of Internet information resources.

Brookfield Public Library

Computer Use Agreement

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Library Card Number: _____

Home Library (if not Brookfield): _____

I have received a copy of the Brookfield Free Public Library's Public Computer Use Policy and agree to abide by its provisions. I am aware that any violation of the Public Computer Use Policy will result in the loss of my computer use privileges.

Signature: _____ Date: _____

If under eighteen years of age, a parent or guardian must complete the following information:

The Brookfield Free Public Library is authorized to grant my child access to the Internet. I request that my child be given (check one):

_____ Complete Internet access.

_____ Filtered Internet access.

Signature of Parent or Guardian: _____