

**WINFIELD PUBLIC LIBRARY
INTERNET POLICY**

OCTOBER 2014

Winfield Public Library

Internet Policy

The Library provides Internet Access for patrons as part of its attempt to provide information in a variety of formats. The library provides access to the Internet and maintains lists of recommended sites relevant to community needs. Although other computers in the library have access to Internet sites, this policy pertains to computers used primarily for Internet access and use of the library's wireless network.

I. Library Responsibility and the Internet

- A. The Internet does contain material of a controversial nature. It is the responsibility of the user (or parent, guardian or care giver) to determine what is appropriate.
- B. Library staff does not and will not control and/or monitor any information accessed by users of any age.
- C. The Winfield Public Library has no control over the Internet and its resources, and assumes no responsibility for the quality, accuracy, or currency of any Internet resource.

II. Staff Assistance

Staff provides limited assistance for basic start up procedures.

If patrons have never used computers or have specific questions about the Internet, circulating books and reference books are available. Specifications for accessing the wireless network are available at the circulation desk and on the library's website.

III. Time and Use Limits

- A. Patrons must agree to abide by this policy.
- B. There is a 30 minute limit if someone is waiting to use the computer. There is no time limit to use the wireless network, although the library reserves the right to limit bandwidth on a per connection basis to ensure network reliability and fair sharing of resources for all wireless users.

IV. Printing

A printer is available for patron use for a per page fee.

V. Downloading

- A. Patrons may download to preformatted disks or other storage devices.
- B. The library is not responsible for any loss or damage to personal disks or other storage devices.

VI. Email

The library does not offer electronic mail accounts.

Patrons may download their e-mail if they know the Internet address of their private accounts.

VII. Conduct

- A. Use of the Winfield Public Library's Internet access is a privilege, not a right, nor an automatic obligation of the library. Unacceptable or inappropriate use of the Internet or any library owned hardware or software will result in suspension or revocation of Winfield Library Internet privileges and may result in loss of other Library privileges.
- B. Illegal acts involving the Library's Internet connection may also be subject to prosecution by local, state, or federal authorities.
- C. Use of the library's wireless network is done at the user's own risk. The library cannot be held responsible for any data lost or other security issues that may occur because of a patron's use of the wireless network.

VIII. Ethical Use

- A. Internet computers may only be used for legal purposes.
- B. Unacceptable uses include, but are not limited to: harassment of other users; libeling or slandering other users; destruction of or damage to equipment, software or data belonging to the library or other users; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright protected material; access disruptive to other patrons.

The Winfield Public Library reserves the right to modify this policy at any time. Use of the Internet computer constitutes acceptance of the current version of the policy.

10/8/14

Winfield Public Library

User Agreement

1. I have read the policies concerning the use of the Winfield Public Library's Internet Computers and agree to abide by the policies.
2. I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.
3. I understand that the library is not responsible for any damage to personal disks or other storage devices due to system malfunction, or any other reason.
4. I will follow all laws, including copyright laws. I understand that copyright laws restrict duplication of copyrighted software.
5. I understand that if I fail to abide by the Internet Computer Policies, I will lose eligibility for use of the Library's Internet Computers.

The Board of Trustees of the Winfield Public Library shall review and/or revise this policy annually. Signed and adopted by the Winfield Public Library Board of Trustees the day of October 8, 2014.

President
Library Board of Trustees

Secretary