

## **BEAVER DAM COMMUNITY LIBRARY**

### **Internet Acceptable Use Guidelines**

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**By using a public Internet workstation at Beaver Dam Community Library you agree to the following guidelines:**

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided to follow these rules and regulations.

**\*Responsible, ethical use of such resources includes the following:**

- Using resources for educational, informational and recreational purposes only: not for unauthorized, illegal or unethical purposes.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
- Further respecting the privacy of others using public access workstations at Beaver Dam Community Library by not interfering with their use.
- Abstaining from the deliberate propagation of computer worms and viruses.
- Making only authorized copies of copyrighted or licensed software or data. Abstaining from altering or damaging software or data residing on the Internet.
- Not sending, receiving or displaying text or graphics which may be reasonably construed as obscene. Abstaining from the display of threatening, harassing or abusive language and images.

The Beaver Dam Community Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. Selection policies which serve to govern a library's purchase of written materials may not apply to material accessed electronically. As with other library materials, it is the responsibility of the parent or legal guardian to determine and monitor their children's use of library materials and resources. A parent or legal guardian must sign and give permission on the *Application for Library Card* for any child under the age of 18 to access the Library public internet computers.

\*Misuse or abuse of this computer or Internet access will result in suspension of Internet access privileges. Persons using this equipment agree to not make any changes to the setup or configuration of the software or hardware.

\*Library staff is available to assist you in your use of these resources, but may not be familiar with every application you may wish to use. Due to scheduling constraints, there may not be an Internet trained Librarian on duty at all times. Due to the many different Internet applications available, we cannot provide complete technical support. It is not possible for staff to offer extensive explanations about the Internet or personal computer use or provide in-depth training. Time permitting, staff will attempt to answer specific questions about the Internet and offer suggestions for effective searching. Information about Internet training opportunities and Internet training books and manuals may be obtained at the Library.

\*Patrons may reserve time on the Internet computer up to one week in advance. Individuals may sign up for one 60 minute Internet session per day. Walk-in time may be available in unscheduled time slots or when a scheduled user fails to keep an appointment.

\*No more than one person may use a Library Public Internet computer at one time. Permission for more than one person at the computer may be given for reasons; such as parental supervision.

\*If a person is ten minutes late for reserved time, their computer reservation will be cancelled by the automated reservation system.

\*Patrons will be charged for items and must pay in advance of printing when they send items to the printer and wish to have them printed for them.

Adopted 12/13/1996

Revised 2/18/2000

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