

Chapter 1 Computer and Internet Use

Please review the following pages **before** agreeing to this policy.

This policy also applies to personal equipment (laptops, etc.) utilizing a library Internet connection.

1. The Library does not censor or filter your access or protect you from information you may find offensive. The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.
2. Access to the internet computers require a current library card and a PIN(Personal Identification Number) or a visitor's pass. Access to public computers or wireless may be blocked for Infosoup patrons who are delinquent.
3. Minor children under 16 years of age must have a parent/guardian read, agree to, and sign the Internet Policy in person. If accompanied by a parent/guardian minor children without a card may be issued a visitor's pass to use the Internet with permission of the parent/guardian.
4. Use of the Internet computers is on a first come, first serve basis. The Library uses SAM (Smart Access Manager) computer software. The Internet sessions are in 30 minute blocks. Your time may be extended up to 4 hours per day depending on availability.
5. The SAM software requires users to accept the Library Internet agreement. This agreement implies acceptance of the Library Internet Policy, available upon request.
6. The Internet computers will be available during normal library hours, subject to periodic maintenance. Internet terminals in the teen library will be available only when staff is present. The Internet terminal in the children's department is reserved for youth under 14 years of age and parents accompanied by small children. Children under 8 year of age who wish to use computers must be accompanied by an adult.
7. Charges for printing:
 - \$.10 for 8 ½ by 11inch black & white
 - \$.50 for 8 ½ by 11 inch color

- \$.15 for 8 ½ by 14 inch black & white
- \$.75 for 8 ½ by 14 inch color
- \$.50 for 11 by 17 inch black & white
- \$1.00 for 11 by 17 inch color

8. The Library prohibits:

- use of its computers and network for unauthorized, illegal or unethical purposes. use of its computers and network to access material that creates a hostile working environment to patrons or staff, is obscene, contains child pornography, is considered bullying or harassment or is harmful to minors.
- the misuse of copyrighted material as per state and federal law.
- misrepresenting oneself for any purpose.
- invading the privacy of others or interfering with their computer use.
- Use of another person's library card to access the Internet

7. Any use in violation of this Internet Policy may result in the loss of Internet privileges. First violation may result in the loss of privileges for up to three months. Second violation may result in the loss of privileges for up to one year. For copyright infringement and other illegal offenses the Waupaca City Police Department will be notified.

Non Internet computers and microfilm readers may be accessed by anyone. Signup is required at the Information or Children's Desk. Time limits may be enforced if others are waiting.

Internet Agreement as displayed in SAM

The Waupaca Area Public Library:

- -Does not filter content or control information accessed through the Internet.
- -Holds parents/guardians responsible for use of the Internet by their minor children.
- -Will charge \$0.10 per printed side. You are encouraged to use print preview and check the number of copies to be printed. You are charged more for color copies and sizes other than 8 ½ by 11 inch.

- -Prohibits the use of its computers and network for unauthorized, illegal or unethical purposes.
- -Prohibits use of its computers and network to access material that creates a hostile working environment for staff or patrons, is obscene, contains child pornography, is considered bullying or harassment or is harmful to minors.
- -Prohibits the misuse of copyrighted material as per state and federal law.
- -Prohibits misrepresenting oneself for any purpose.
- -Prohibits the use of another person's library card to access the Internet.
- -Does not guarantee the security of its computers or network. A complete copy of the Internet Policy is available upon request.

Minor's name (please print):

Barcode: _____

I have read and understand the above policies and procedures. I also understand that misuse or abuse of the computers will result in loss of privileges.

Signature of parent or guardian: (required if applicant is less than 16 years of age.)

Approved by the Waupaca Area Public Library Board on January 13, 1998. Revised by the Waupaca Area Public Library Board on April, 13, 1999 Revised by the Waupaca Area Library Board December 14, 1999. Revised by the Waupaca Area Library Board November 2001. Revised by the Waupaca Area Library Board September 2005. Revised by the Waupaca Area Library Board November 2007 Revised by the Waupaca Area Library Board February 10, 2009 Revised by the Waupaca Area Library Board May 12, 2009 Revised by the Waupaca Area Library Board April 13, 2010 Revised by the Waupaca Area Library Board February 8, 2011 Revised by the Waupaca Area Library Board December 11, 012 Revised by the Waupaca Area Library Board May 11, 2017 Revised by the Waupaca Area Library Board January 17, 2018