Shorewood-Troy Public Library

Computer and Internet Usage Policy

Approved by Board Action, 11/14/13; Amended 04/23/2025

The Shorewood-Troy Public Library is committed to providing access to informational, educational, and recreational resources for all library users. We provide access to the Internet through library-provided computers and through wi-fi.

Not every site found on the Internet is reliable or trustworthy. Some sites on the Internet are unsafe. We only take responsibility for our own website and social media sites.

In order to access the Internet access computers, patrons must have a library card or a staff-issued guest pass in order to use the computers.

- **Patrons must have their library card to use the computers**.
  We can issue guest passes to patrons who have forgotten to bring their library card. Patrons who have lost their library card can replace it at no cost. If the patron has a fee of more than $50, they will be blocked from using the computer until the amount is paid to below $50.

- **Guests must have their ID to get a guest pass.**
  A valid driver's license, state ID, or another photo ID (like a school ID) must be presented to obtain a guest pass. No patron under the age of 16 will be issued a guest pass unless their parent is present. If no one is waiting for the computer, an extension can be granted at staff discretion.

II. Responsibilities of Users

Users should be aware that they are working in a public environment shared by people of all ages and sensibilities. Users should refrain from using Internet sounds and visuals that may disrupt the ability of other library patrons to use the library and its resources. Library users are responsible for their own use of the Internet in the Library. In the case of minors, the use of library computers and the library's wireless network is a joint responsibility of the user and their parent or guardian.

Users share personal information on the Internet at their own risk. The Library cannot be responsible for the security of personal information shared on or with non-library sites.

Supervising Use by Children and Teens
Children ages eight and under must use the Internet with their accompanying adult.

The Library supports the right for each family to decide what is appropriate Internet usage for their children and teens. The use of the Internet presents an opportunity for each family to discuss sites and content that they feel is either appropriate or inappropriate.

For more information on children, teens, and the Internet see content on ConnectSafely.org.

Illegal and Unacceptable Uses
Users may only access the Library's computers and networks for lawful purposes. Examples of unacceptable uses include, but are not limited to, the following:

- Harassment of other users or violation of their privacy (see Code of Conduct policy)
- Violation of software licensing agreements;
- Overuse of system resources such as bandwidth;
- Attempting to crash, degrade performance of, or gain unauthorized access to the Library's or other computer systems and networks;
- Damaging equipment, software, or data belonging to the Library or other users; These and other issues that violate the Library's Code of Conduct may result in a patron being asked to leave the library for a day. Multiple, repeated issues may result in longer suspensions. Illegal behavior will result in being reported to the local law officials.

III. Responsibilities of the Library

The Library strives to maintain Internet access via library computers, networks, and wireless access at all times the library is open. Short downtimes do occasionally occur, and will be announced ahead of time whenever possible. Library staff will assist patrons with technology-related issues.

Computer use information, as well as library cardholder information, is confidential. At the end of each user's session, all files and internet search history are deleted from library computers.

The Library's wireless networks are offered as unsecured wireless networks. Users should use wireless access accordingly.

IV. Copyright

Copyright law of the United States (Title 17, U.S. Code) protects created works (including email, text, music, videos, web sites, images, programs or data), and describes permissible and prohibited uses of protected works. The U.S. Copyright Office notes that while "*use of works may be permissible for criticism, comment, news reporting, teaching, scholarship, and research.....the distinction between fair use and infringement may be unclear and not easily defined.*"1 Except as permitted by fair use or other copyright exemptions, Shorewood-Troy Public Library internet users may not reproduce, display, or distribute copyrighted materials. Responsibility for any consequences of copyright

infringement lies with the user; the Shorewood-Troy Public Library expressly disclaims any liability or responsibility resulting from such use.