

Aram Public Library Policy 6.1 Public Computer Use Policy

Revised April 21, 2016

Aram Public Library ensures that its customers have the right and means to free and open access to ideas and information which are fundamental to a democracy. The Library protects intellectual freedom, promotes literacy, encourages lifelong learning, and provides library materials and information services.

The Library's computer system, through the Internet, provides the opportunity to integrate electronic resources from information networks around the world with the Library's other resources. However, not all sources on the Internet are accurate, complete, legal, trustworthy, or up-to-date. The Library assumes responsibility only for the information provided on its web sites, web-based resources, and social media pages. The Library cannot monitor or accept responsibility for material in other Internet sources.

Computer use at the Library is established by the following rules:

1. A patron with a valid library card in good standing may log in with his or her own library card number and PIN. Wisconsin residents who plan to utilize Aram Library's computers on a regular basis are encouraged to apply for a library card.
2. A visitor who does not have a library card may receive a day pass by showing a current valid photo ID. If the patron does not have a form of identification, a day pass is issued with a reminder to present identification on their next library visit.
3. Computer use is limited to two hours per day in one hour increments. No patron shall exceed two hours of computer use in a day unless approved by a library staff member.
4. Computer availability is on a first come first served basis. If computers are available, patrons may request additional time; however, should a computer be required they may be asked to end their additional sessions early. Patrons are expected to surrender the use of the computer when their scheduled time expires or when library staff so request.
5. There is a limit of two persons per workstation. Any deviation from this limit must be approved by a library staff member.
6. To avoid disturbing others, patrons may bring in their personal headphones/earbuds or purchase a set at the Adult Services Desk.
7. Patrons should save all their information on personal removable media (disks, memory sticks, etc.). The hard drive is automatically cleared when the current session is ended.
8. Patrons are expected to pre-pay for printouts.
9. Computer use is primarily self-service. Staff will assist patrons as time allows. If an issue cannot be resolved in a timely manner, the patron will be encouraged to make an appointment for additional assistance.
10. Assistance with personal electronic devices is at patron's own risk.
11. All users of the Internet are expected to use this resource in a responsible manner, consistent with the educational and informational purposes for which it is provided. It is unacceptable to use the Library's Internet equipment for any of the following:

- Any purposes which violate applicable local, state, and federal laws, including without limitation:
 - To view, send, receive, print, distribute, or display visual depictions that are child pornography. (Wis. Stat. Sec. 948.12)
 - To view, send, receive, print, distribute, or display visual depictions that are harmful to minors if you are a minor, are in the presence of minor/s, or are communicating with minors. (Wis. Stat. sec. 948.11)
 - Destruction of or damage to equipment, software, or data belonging to the Library. Users may not add information to, delete information from, or modify the equipment or software in any way.
 - Disruption or interference of network users or services. Such interference includes, but is not limited to, distribution of unsolicited advertising, fraud, harassment, libeling or slandering of others, propagation of computer worms or viruses, or violations of the privacy of others.
 - To read or “hack” into the Library’s computer system or other external system, or other people’s files, or “crack” passwords, or breach computer or network security measures, or monitor electronic files or communications of other users or third parties.
 - Knowingly transmitting, receiving, displaying or storing of any communications, text, or graphics of an unlawfully discriminatory or harassing nature, or which may reasonably be construed as obscene by community standards or are of a defamatory or threatening nature, or any other purpose which is illegal.
 - Sending e-mail or any other electronic communications which attempt to hide the identity of the sender, or represent the sender as someone else.
12. If a patron uses a computer in an inappropriate manner, whether the computer is the Library’s or the patron’s, the Library will take disciplinary measures including but not limited to discontinued computer service to the patron. See “Patron Behavior Policy.”
 13. The Library assumes no responsibility for the use of the Internet by children. Subject to the above restrictions, it is the responsibility of the user (or the parent, guardian or caregiver) to determine what is appropriate. Library staff assumes that those under age 18 have parental permission to use Library resources, including the Internet. Parental supervision of children searching the Internet is advised.
 14. U. S. copyright law (Title 17, U. S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of “fair use.” Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. All responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such violations.

Approved March 2007

Revised 2011 March; 2012 April 2; 2014 February 10, 2015 January 15, 2016 April 21