

# PRAIRIE DU CHIEN MEMORIAL LIBRARY

## INTERNET USE GUIDELINES

Approved by Library Board 4/21/08

### **WHO MAY USE**

All customers must first register by signing in on the log sheet at the front desk. Children under the age of 18 must be accompanied by a parent or guardian, or have a current Internet Permission card on file. The Library assumes no responsibility for use of the Internet by children. Please ask for a copy of the **American Library Association's "The Librarian's Guide to Cyberspace for Parents & Kids"** to help your family use the Internet effectively.

### **INTERNET PERMISSION STATEMENT**

Children under 18 must have a parent or guardian come in to the library and sign an Internet Permission card for the child. This statement will be kept on file in the library. First-time users of this service will be given a copy of the Library's Internet Policy Guidelines to read. Reading and agreeing to the policy is required prior to signing in for the Internet.

### **TIME LIMITS**

Internet access terminals are available on a first-come, first-served basis. Internet computer use is limited to one-half hour per person per day whether the patron is using the internet or a program installed on the computer. **Laptops may be checked out to use in the library; they may be used until the battery runs down. We do have two computers available which can be used for word processing, job applications or test proctoring, and also for other specialized uses with permission.**

### **RESPONSIBLE, ETHICAL USE OF THESE LIBRARY RESOURCES INCLUDES:**

1. Using resources for informational, educational, and recreational purposes only; not for illegal, unethical, or unauthorized purposes.
2. Respecting the privacy of others by not misrepresenting oneself as another user.
3. Not sending, receiving, or displaying text or graphics which may reasonably be construed as obscene.
4. Not attempting to modify or gain access to files, passwords, or data belonging to others.
5. Not damaging or altering the equipment or software components of any network or database, including the computer(s) on which the software is installed in the public library.
6. Making only authorized copies of copyrighted or licensed software or data.

Use of the Internet may be revoked at any time for inappropriate conduct, which is not limited to the aforementioned guidelines.

Prairie du Chien Memorial Library distinguishes between access to Internet information and selection of library materials. The Library acquires materials based on the Materials Selection Policy. Information found on the Internet is not subject to the same review, and may be biased, incomplete or incorrect. A Librarian can assist with finding reputable websites.

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