Madison Library
Computer Use Policy

Mission

In keeping with our mission to be an information resource to the community of Madison and recognizing the importance of the internet as an information resource, the Madison Library is committed to providing access to online information resources.

Internet Access

The internet is an unregulated medium. There is no guarantee for the quality or character of web-based resources. We do not use web filters as these have been shown to impede information searches. This is a reflection of the Trustees' adoption of the American Library Association's "Freedom to Read" policy, which does not limit information available to patrons due to age, sex, or racial background. **Parents are encouraged to supervise their children's browsing if they are concerned about content. All computer users should avoid sites which others in the library may find offensive.**

Computer Use Regulations

1. All users must sign in at the circulation desk.
2. All users must have read this policy before using library's computers.
3. Children under 18 years of age must have a parent's or guardian's signature on a Computer Use Agreement form (see reverse), which is kept on file at the library.
4. Computer use is limited to one hour sessions if others are waiting or at the discretion of library staff. Longer periods may be reserved for special circumstances (i.e. online testing, job applications.)
5. Computers in the children's room are restricted to users 12 years old and under.
6. Do not accept software upgrades when opening web pages, or download software programs when using the library's computers.
7. Users may print documents at the cost of 15 cents/page.
8. Users may save and send files as email attachments, or purchase a CD at the circulation desk for 50 cents. USB Flash drives may be used to save files at the librarian's discretion.
9. When using audio programs please work at a low volume or use headphones. While the library provides headphones, we strongly encourage you to bring your own.
10. Do not bring food or drink to the workstations.
11. Treat keyboards and mouse attachments gently; do not touch the monitor screen.
12. Inform the staff immediately if there is a problem with the computers or equipment.

Wireless Access

The Madison Library has a wireless connection open to public use for internet access. Wireless internet use at the library falls under the **same guidelines and courtesies as listed above**.

Failure to follow these guidelines may result in revocation of computer use privileges.
Revised October 13, 2005, Approved October 20, 2005. Children's room computer restriction approved September 19, 2007. Revised: March 15, 2010, Approved November 17, 2010. Revised and Approved: May 16, 2012. Revised and Approved March 20, 2013.

Madison Library
Computer Use Agreement
for users under 18 years old

I hereby agree to abide by the conditions of the Madison Library Computer Use Policy when using the library's computers or while using the library's wireless internet connection. I certify that I have read and fully understand these guidelines.

Child's Name _____ Date _____

Library Card Number _____ Staff Initials _____

Parent/Guardian Consent

I have read the Madison Library Computer Use Policy and agree to allow my child to use the computers at the Madison Library.

Signature _____ Date _____