

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 computer-based information resources.

Regarding Internet Access

Currently, 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 legitimate information searches. This is a reflection of the Trustees' adoption of the American Library Association's "Right 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. Other browsers should avoid sites which neighbors or younger browsers might find offensive.

Registration and Access to the Library's Public Computers

1. Access is open to library card holders. Non-card holders may have access if no card holders are using or waiting to use the computers, and must read and follow the guidelines listed in this policy.
2. Prior to each computer session, all users must sign in on the computer log (first name and start time) at the circulation desk. All users must have read this policy and have a signed Computer Use Agreement on file at the circulation desk (see attached.) Children under 18 years of age must have a parent's or guardian's signature on the computer agreement. Note that the computer log is kept to tally monthly computer use and to track computer problems. After one month, the log is discarded; no permanent records that identify user with specific computer use sessions are kept at the library. The computer agreements are kept on file.
3. Workstations are open for walk-in use for half-hour sessions. Card holders may reserve half-hour blocks for up to 3 hours a week. Reservations may be made in person or by telephone.
4. If no one is waiting at the end of a period, the user may continue for an additional session.
5. Computers in the children's room are restricted to users 14 years old and under.

A Word About Wireless Access

The Madison Library has a wireless connection open to public use for internet access. Although library staff is not responsible for helping set up a wireless connection, staff can refer wireless users to written guidelines and instruction on accessing the wireless connection. Wireless internet use at the library falls under the same guidelines and courtesies listed below.

Browsing Guidelines and Courtesies

Failure to follow these guidelines may result in revocation of computer use privileges.

1. Do not accept software upgrades when opening web pages, or download software programs when using the library's computers.
2. Do not add websites to "favorites" or "bookmarks" on library computers' web browsers.
3. When using audio programs please work at a low volume or use headphones.
4. Because they impede legitimate information searches the library does not use web filters.
5. Patrons should avoid sites which neighbors or younger browsers may find offensive.

6. Patrons are encouraged to supervise their children's browsing if they are concerned about content.
7. When shopping on line or taking part in auctions on the web, do not list the library as an email contact or shipping address.

Email, Chat Rooms and Instant messaging

1. Patrons may access web-based email accounts. They may **not** use the library email system.
2. Patrons may use IM (instant messaging) and chat programs. Parents should advise their children how to use IM safely (know who you are talking to and do not allow unfamiliar persons access) and discourage the use of chat rooms unless supervised by a parent.
3. Do **not** open email from unfamiliar senders or open email attachments labeled .exe.

Print and Saving Documents

1. Computer prints are 15 cents/page.
2. Users may save a document in-progress for two or three days on the library's computers. Note that these files are not secure and will be deleted after three days.
3. Patrons may save and send files as email attachments, or purchase a CD (no personal discs, please) at the circulation desk for 50 cents. USB Flash drives may be used to save files.

Care of Equipment

1. Do not bring food or drink to the workstations.
2. Treat keyboards and mouse attachments gently; do not touch the monitor screen.
3. Inform the staff **immediately** if there is a problem with one of the workstations.

Revised October 13, 2005, Approved October 20, 2005. Children's room computer restriction approved September 19, 2007. Revised: March 15, 2010, Approved:

Madison Library Computer Use Agreement

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 from inside the library. I certify that I have read and fully understand these guidelines.

Print Name _____

Address _____

Library Card Number _____ Phone _____

Date _____ Staff Initials _____

Signature (or Parent's or Guardian's signature if under 18) _____