

Alice Baker Memorial Public Library

Public Computers and Internet and Wireless Policy

The Alice Baker Memorial Public Library (ABML) is committed to providing collections, resources, and services that support the cultural, informational, recreational, and educational needs of the community. This policy outlines the rules and guidelines for all users of the Library's technology resources—including public computers, laptops, and mobile devices connected to the Library's wireless network, as well as personal devices operating within the Library premises.

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I. **Definitions**

The definitions of *child*, *obscene material*, and *harmful to children* are specified by Wisconsin Statutes 948.01(1), 944.21(2)(c), and 948.11(1)(b), respectively.

II. **Internet Filtering**

The Alice Baker Memorial Library employs internet filtering tools to prevent access to websites containing visual content that is obscene, exploitative, or harmful to children. This technology supports a safe, welcoming environment for visitors of all ages.

III. **Responsible Use**

To preserve a welcoming and respectful atmosphere, all library patrons must remain mindful of fellow visitors. Failure to respect other customers and patrons may lead to the suspension of library privileges.

Using the internet responsibly at the library means honoring a shared space where access to information is a privilege. Patrons should avoid visiting inappropriate websites, protect personal information when using public computers, and respect the library's digital use policies. By treating the library's internet services as a communal resource, we help preserve its role as a welcoming hub for learning and connection. While AMBL provides filtered internet access to help block offensive content, no filtering system can guarantee complete protection, therefore, AMBL assumes no responsibility or liability for Wi-Fi or internet content. Please report inappropriate content to the librarian if any appears. Not all sources on the Internet provide accurate, complete, or current information. The user must take responsibility for determining the validity of the information.

(A) Parents and legal guardians are fully responsible for their child's internet use and

exposure through the Library's connection. To support safe and thoughtful browsing, ABML encourages families to be actively involved in guiding their children's online activity and choices. Children, in turn, should practice responsible digital citizenship by never sharing personal details—such as their name, address, or school—without parental permission.

- (B) Use of the Library's public computers and/or network for illegal or inappropriate purposes is strictly prohibited. Improper use will result in immediate termination of use and may result in termination or suspension of Library privileges. Examples of unacceptable uses include, but are not limited to: accessing files, passwords, or data belonging to others without their permission; damaging or altering hardware or software; unauthorized reproducing of copyrighted, licensed, or other protected material; attempting to crash, degrade performance of, or gain unauthorized access to the Library's or other computer systems and networks; misrepresenting oneself as another User; accessing materials defined as "harmful to children" by Wis. Stat. § 948.11(1)(b); viewing, sending, receiving, or displaying lewd, obscene, or indecent materials (per Sec. 944.23 Wis. Stats.); harassing or interfering with other Users; and violating applicable local, state, federal, or international laws.
- (C) ABML assumes no responsibility for damage, theft, corruption or loss of a User's personal equipment, software, data files, or other personal property brought into or used at the Library's facilities.
- (D) ABML prohibits damaging or modifying the Library's computer equipment. Hardware, software, or network whether at use in the library, on loan, or offsite. Users will not deliberately propagate computer viruses and malware. Users may be charged to fix any damage they cause.
- (E) ABML does not take responsibility for any viruses, malware, or other attacks on or changes made to a User's personal device while utilizing the Library's network. The Library cannot make any guarantee about the compatibility of personal equipment with the Library's network, printers, or other devices.

IV. **Confidentiality and Security of Electronic Information**

Library Users have the right to confidentiality and privacy. However, Internet Users should be advised that because security is technologically difficult to achieve, electronic transactions and files could become public. The Internet is not a secure medium and third parties may be able to obtain information about Users' activities regardless of any protections in place through the Library's network and regardless of the Library's efforts to maintain security. Please use caution before providing any personal information over the Internet.

- (A) Users are responsible for ensuring that personal devices have security protection against viruses and other malware. Users access the Library's network at their own risk.
- (B) Parents and/or guardians are responsible for the actions of their children under the age of eighteen (18) at all times, including while children are utilizing the

Library's network, software, or hardware. Parents or guardians, not the ABML staff, are responsible for the Internet information accessed by their children. The Library assumes neither responsibility nor liability for the actions, care, supervision, or safety of minors while in the Library.

- (C) If the ABML staff has a reason to believe that a User is not using the Library's computers or network responsibly, they may internally review files, logs, and/or communications to maintain system integrity and ensure adherence to policy. In accordance with library policy, the USA Patriot Act, and corresponding Wis. Stat. § 43.30, the Library will release records to the authorities only as required by law.

V. **Public Computer Use**

ABML provides public computers for educational and informational purposes. These computers have filtered access to the Internet and basic productivity software. These computers are only available inside the library during business hours.

- (A) Library staff must sign Users in to use a public computer. They may show a CAFÉ library card in good standing (minors must have parental authorization), a valid driver's license, or piece of mail with current address. No User may use another User's library card. Staff must indicate if a User lives in the Town of Eagle, Village of Eagle, or is a nonresident. The Library tracks the number of computer Users from the Town of Eagle and Village of Eagle as this relates to "library usage" and funding based on where taxes are paid. ABML also tracks the number of Users each year but does not keep identifying records of who uses the public computers.
- (B) Users are required to read the Library's Public Computer and Internet and Wireless Policy before using a Library-owned computer.
- (C) Public library computers are available on a first come, first served basis. Library staff may ask Users to log out after two (2) hours of use to allow others to use the computer. One public computer will be designated as an "Express" computer and may be used for 30 minutes if all other computers are being used. If nobody is waiting to use the computers, there is no time limit.
- (D) ABML's public computers contrast with personal computers in that they are used by many different people throughout the day. To guard against unintentional abuse, personal documents and photos are removed from the public computers on a regular basis. At times there may be software that limits some functionality.
- (E) Users should use their own headphones or check out headphones if they would like to listen to sound on a Library owned computer. Otherwise, the sound on the computers must be shut off.
- (F) The Internet may not be a secure medium for transmitting data or personal information such as name, address, or credit card numbers. Users who reveal this information while using electronic resources do so at their own risk. ABML is not responsible for any damages, direct or indirect, arising from use of the

Library's Internet connection.

VI. Wireless (Wi-Fi) Use

ABML offers free wireless access (Wi-Fi) to the Internet via its network inside the building. Usernames and passwords are valid each day from 9 am – 9 pm and are single use. Virus, security, and privacy protection are the responsibility of the User.

- (A) The Wi-Fi connection provides filtered access to the Internet.
- (B) Response speed, bandwidth, and continuity of connection are not guaranteed.
- (C) Users should use headphones when listening to sound on their personal device in a public area of the Library. Otherwise, the sound should be turned off.
- (D) Users must be able to use wireless Internet independently. Library staff will not provide instruction or training, configure a User's electronic device, or install any software on a User's electronic device.

VII. Printing and Copyright Disclaimer

ABML provides access to printing, mobile printing, scanning, and faxing as a convenience to Users.

- (A) Some services require a fee to use. These services and fees are posted in the library. Users are responsible for all costs associated with using these services. Printing will be charged per page and payment is due at the time of printing or may be assessed on a library card.
- (B) ABML is not responsible for errors in printing, faxing, or scanning.
- (C) Printing is available from the Library's public computers and via a mobile printing option accessible via a User's mobile device. ABML does not guarantee compatibility between a User's device and this software.
- (D) Copyright law prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of the Fair Use Act, 17 U.S.C. § 107. Any responsibility for consequences arising from copyright infringement or any other illegal use lies with the User.

VIII. Library's Rights Reserved

Violation of this policy may result in loss of Internet and/or Library privileges. Illegal uses of public access Internet computers may also be subject to prosecution by local, state, and/or federal authorities. In the event that a User violates any Library rule or policy, the Library reserves the right to:

- (A) Terminate a User's session, without notice.
- (B) Limit the amount of a User's computer time at any one sitting.
- (C) Erase any and all of a User's files stored on library equipment without notice.
- (D) Deny or limit a User's access to computer operating systems, files, and/or programs.
- (E) Deny or revoke Internet or Library privileges for a specified amount of time.

IX. **Severability Clause**

If any provision of this Library Policy is found to be unlawful, invalid, or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity or enforceability of the remaining provisions. All other terms shall remain in full force and effect, and shall be interpreted so as to best fulfill the intent of the policy as a whole. This policy supersedes all previous policies and has been approved by the Alice Baker Library Board.

Approved this date: 13 OCT 2025 Signed by:



President, Library Board

RICHARD A. SPURREN