

# PAULINE HAASS PUBLIC LIBRARY

## **Policy: Internet and Computer Use**

**Approved by Library Board: March 18, 2026**

### **I. Purpose and Scope**

The Pauline Haass Public Library (the “Library”) serves as a gateway to lifelong learning and community engagement. Its mission is to connect people to information, ideas, and one another in a vibrant, welcoming, community-responsive environment.

Internet and computer access—including desktop computers, Chromebooks, study room computers, and wireless internet (Wi-Fi)—are provided to further that mission. Although the Internet may be used for a variety of purposes, use at the Library must be consistent with the Library’s mission and this policy.

The adoption of this policy repeals and serves to replace the previously adopted Library and Computer Use policy (revised Feb. 17, 2021) and the Public Internet Access policy (revised Nov. 17, 2021).

### **II. General Internet Information and Disclaimer**

The Internet provides access to a vast body of information beyond the Library’s physical and electronic collections. Because it is a rapidly changing environment, the Library cannot monitor or control the content available online and is not responsible for the accuracy, reliability, or content of information accessed through the Internet (other than content on the Library’s own website).

Users are responsible for evaluating the suitability and accuracy of the information they access.

The Library does not use filtering software on its Internet workstations or wireless network. Internet users may encounter material they find offensive, objectionable, or of questionable accuracy. Just as the library does not endorse viewpoints expressed in books, films, or other materials in its collection, it does not endorse electronic information accessed via the Internet.

### **III. Confidentiality, Privacy, and Security**

Library users have the right to confidentiality and privacy. However, users should be aware that the Internet is not a secure medium and third parties may obtain information about users’ activities. Electronic transactions and files may become public, and users access the Library’s computers and wireless network at their own risk.

Patrons are responsible for safeguarding their personal information and ensuring their personal devices have protection against viruses and malware. The Library is not responsible for loss or damage to user hardware, software, data, or personal devices.

In accordance with the Library's Privacy of Library Records and Library Use Policy, the USA Patriot Act, and Wisconsin Statutes §43.30, the Library will release records only as required by law.

## **IV. Access to Computers and Equipment**

### **Technology Available:**

- Desktop computers are available in the open areas of Adult Services. One desktop computer is located in an enclosed study room.
- Chromebooks are available for in-building checkout in the adult area.
- Wi-Fi access is available throughout the Library and in the parking lot.

### **Age and Supervision Requirements:**

- Desktop computers and Chromebooks in the adult area are available to individuals age 12 and older.
- Children under age 12 may not use Internet terminals in the adult area unless sharing a single terminal with a supervising adult.
- Children aged 7 and under must be accompanied by a supervising adult when using an Internet terminal.
- Library staff will not assist minors in creating online accounts without parental or guardian involvement.
- Responsibility for a minor's Internet use rests with the parent or legal guardian. Parents are strongly encouraged to discuss appropriate Internet use with their children and supervise their use at the Library.

## **V. User Authentication and Guest Access**

Users of Library workstations must sign in using their own library card number – or provide photo identification to use a guest pass – and must read and accept the Acceptable Use Rules.

Guest access may be provided to individuals who do not have their library card present, visitors to the community, or others at staff discretion. Limits on frequency or duration of guest access may apply.

Users of the Library's wireless network are subject to this policy but are not required to sign in with a library card. Use of the wireless network constitutes acceptance of this policy.

## **VI. Acceptable Use**

All users must observe all federal, state, and local laws and regulations. Illegal use of the Internet or Library equipment is prohibited and may be subject to prosecution.

The Library's Internet and computer resources may not be used for:

- Illegal activities or accessing illegal materials, including child pornography
- Accessing obscene materials or materials "harmful to minors" as defined by Wisconsin Statutes §948.11
- Harassment, threats, or interference with other users
- Unauthorized access to files, passwords, or data belonging to others
- Damage to or alteration of hardware, software, or network systems
- Attempting to bypass security systems
- Unauthorized reproduction of copyrighted materials
- Misrepresentation of identity
- Disruptive behavior or refusal to follow staff instructions

Because minors may be present at any time, users may not display obscene materials or materials harmful to minors or otherwise view content in a way that disrupts others' use of the library.

Beyond these restrictions, determining what is appropriate for a minor rests with the parent or legal guardian.

## **VII. Computer Use Guidelines**

The Library reserves the right to establish session limits or manage computer use to ensure equitable access. Computer use must end at library closing time.

Users are responsible for providing their own storage devices or cloud accounts for saving documents. Files and data stored on Library computers may be deleted upon logout or shutdown. Security software installed on Library computers may limit certain functions.

- Only securely lidded beverages are permitted near computers. Food is not permitted.
- Users are financially responsible for damage caused by use, misuse, or abuse.
- Accounts blocked due to referral to a collection agency or excessive late fees or damages may not access Library computers until the matter is resolved. Staff will assist such users in meeting their information needs.

Library staff may provide brief technical assistance as time permits but cannot provide extensive troubleshooting.

## **VIII. Study Room Computer Use**

The study room computer may be reserved up to one week in advance by individuals aged 12 and older. Reservations are made at the Adult Reference Desk for blocks of up to 90 minutes. The room may also be used on a first-come, first-served basis if not reserved.

- If no one is waiting, users may continue until the room is needed. If another user is waiting, occupants must vacate within ten minutes of their scheduled end time.
- No individual or group may reserve the room regularly if doing so limits access for others.
- A maximum of two people may use the computer room at one time.

## **IX. Wireless Internet (Wi-Fi) Use**

The Library provides free wireless Internet access throughout the building and parking lot. This connection is unsecured. Virus protection, data security, and privacy protection are the responsibility of the user.

Connection speed, bandwidth, and continuity of service are not guaranteed. The Library does not guarantee compatibility with all personal devices. Library staff may provide basic assistance but cannot guarantee successful connection or operation of personal equipment.

## **X. Monitoring and Enforcement**

Library staff may monitor use of Internet workstations and networks when necessary to ensure compliance with this policy, protect system integrity, and maintain a safe and welcoming environment. The Library reserves the right to terminate a user's session without notice when necessary to enforce this policy or protect Library systems.

Misuse of Library computers, Wi-Fi, or equipment, or violation of this policy, may result in loss of Internet privileges, loss of Library privileges, financial liability for damages, and criminal prosecution when applicable.