

## WINONA PUBLIC LIBRARY

### COMPUTER AND INTERNET USE POLICY

*Revised June 2018*

Our goal is to provide library users access to the internet for information, education, and enjoyment in a safe and comfortable learning environment. In order to accomplish this, the following policy applies:

#### Access Policies

- A valid library card is required to access internet computers. Visitors to the area may receive a guest pass.
- Each library card holder is allowed 2 hours of internet use per day.
- No more than two (2) persons may be at any computer at a time.
- Computers will shut down automatically 5 minutes before the Library closes.
- Printing is available from most library computers. Black & white copies are \$0.10 each, color are \$0.50 each.

#### Use Policies

- Library patrons understand and acknowledge that Library Public Use Computers are not private or secure. The Library cannot protect the privacy of data that is transmitted to or received from third parties via the Internet. Any information sent or received by an Internet terminal may be used by others to track people and their assets. The appropriate use of the Internet is the responsibility of the Library patron.
- Library patrons understand and acknowledge that the content of the Internet is not managed or governed by any entity, including the library, and therefore patrons may encounter materials that are inaccurate or that they consider offensive.
- Library patrons recognize and acknowledge that their use of the Internet is conducted in a public place shared by many and will use care and be respectful of others patrons and employees and the Internet computers and equipment.
- Library patrons understand and acknowledge that the Library is not be responsible for any Internet content, illegal activity, or loss of any data due to power outages and other anomalies or incorrect use of programs. Library patrons are advised to pay attention to time warnings and backup to a flash drive or other personal storage device frequently.
- Parents and guardians are responsible for monitoring Internet access for their children who are minors. Any restriction placed on a child's access to the Internet on the library's network is the responsibility of the parent or legal guardian.
- Pornographic websites are strictly off limits in the Library.
- Patrons shall comply at all times with federal, state, and local laws when using Library computers or networks.
- Activities which are expressly prohibited, include but are not limited to, the following:
  - Software piracy.
  - Attempting to or degrading, obstructing or disrupting equipment, resources or system performance.
  - Gaining unauthorized access to Library or others computers, networks, resources or entities.
  - Attempting to or damaging computer equipment or software.
  - Attempting to or invading the privacy of individuals.

- Attempting to or engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment.
- Attempting to or engaging in any activity which is deliberately and maliciously offensive, libelous or slanderous.
- Attempting to or representing yourself as another person for purposes of fraud or other illegal activity.
- Violation of any copyright or licensing agreements or laws. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.
- Library patrons may not knowingly exhibit or display any material which is harmful to minors in its content or material that is obscene in any place of public accommodation where minors are or may be present and where minors are able to view the material.
- Sending, transmitting, receiving, or displaying text, images, materials or graphics which may reasonably be construed as obscene, disruptive, or otherwise in violation of local, state or federal law.
- The Library's internet access is filtered in compliance with the Children's Internet Protection Act (CIPA). If you feel that a blocked site should be unblocked, or that an unblocked site should be blocked, the Library provides a form that, when filled in and submitted, begins a review process. This process will lead to a determination to change or leave unchanged the status of the site for the Library. The Library will respond to the request for reconsideration usually within two business days.

WARNING TO THE INTERNET USER: Please be aware that the Winona Public Library is a public place. Displaying sexually suggestive objects or pictures may be a violation of the City of Winona Sexual Harassment Policy or a violation of State and Federal Obscenity laws (Minnesota Statutes, Sections 617.241, 617.243, 617.25; Title 18, United States Code, Section 2252).

Violation of the Library's Internet Use Policy and/or the Library Code of Conduct Policy may result in the suspension of Internet privileges and/or expulsion from the Library. Violation of local, state and federal laws will be referred to the proper authorities for legal action.