Electronic Resources & Internet Use Policy

**Use of the Internet is subject to the conditions
and terms set forth in this document.**

Introduction

In response to advances in technology and the changing needs of the community, the Brookfield Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of its constituents. It is within this context that the Brookfield Public Library offers access to the Internet and other electronic resources.

In addition to the standard wired service, the Library also offers wireless (WiFi) access to the Internet for properly equipped laptops and other portable devices.

The Internet, as an information resource, enables the library to provide access to ideas, information, and commentary from around the globe. While it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be considered controversial or inappropriate. The Brookfield Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.

The Internet may not be a secure medium for transmitting personal information such as name, address, or credit card numbers. Library patrons who reveal this information while using electronic resources do so at their own risk. The Library assumes no responsibility for any damages, direct or indirect, arising from the use of its Internet connection.

WiFi makes personal security risks even more visible. WiFi poses the same risks to your personal information that a wired network poses, as well as some new risks. WiFi users need to educate themselves about these risks, and take steps to secure their personal information. Cautious users may choose not to transmit such sensitive data as their social security number and the others noted above while using any WiFi hotspot, including the Library's. The Library cannot assure the safety of your data when using either its wired or wireless internet access services.

Not all sources on the Internet provide accurate, complete, or current information. As with any materials, the user must take responsibility for determining the validity of information found.

**Parents and guardians**, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents and guardians - and only parents or guardians - may restrict their children - and only their children - from access to Internet resources accessible through the Library. While access to the Internet from networked computers in the Children's Department is filtered, parents and guardians are cautioned the filters are not perfect and their use in no way guarantees that inappropriate sites can't be accessed. Children age 10 or younger _**MUST**_ be directly supervised by a parent or guardian when using either wired or wireless Internet access services.

Use of Computers

1. Patrons may have access to Library computers and/or wireless Internet service only during regular hours.

2. All users of wired Internet services must be authenticated with a Library card or guest pass when seated at a wired PC. Patrons under 18 using wired Internet access must have a *Permission and Release Form for Internet Access Use* signed by a parent or guardian on file. Library cards and guest passes may not be shared with others.

3. Both wireless and wired users must accept the Library's Internet Policy online before using the Internet.

4. Computers are available on a first-come, first-served basis. No reservations will be taken. There may be a time limit. If no one is waiting to use the computers, a patron may continue to use the computer until another patron wishes to do so. There is no time limit for wireless users, except for library open hours.

5. Printing will be charged per page. Wireless users may save their work to a portable storage device for use on one of the library's printers. Printers are not provided for laptops.

CAUTION:
Although a virus-checker is used on the wired Internet access computers, this will not completely protect a user from the chance of downloading a virus. Patrons are responsible for installing virus-checking software on their own computer. The Brookfield Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its Internet services or from its connections to other electronic services.

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6. Since space is limited and noise from group conversations is disruptive to others, a maximum of two people can use a work station at one time, except in the case of a parent supervising minors under 18 years of age. All users are expected to respect the privacy of others, and not interfere with their use of the Library's resources.

7. All users are expected to use the Internet access computers and wireless service in accordance with the public nature of the location. Misuse of the computer or Internet access, such as viewing lewd, indecent, or obscene materials; or materials deemed "harmful to children" as defined in Wisconsin State Statutes, will result in the loss of a patron's Internet access privileges.

8. Library staff can often help with basic computer use, but cannot provide in-depth trouble-shooting or training on hardware and software. Please note that the Library staff cannot assist you with your laptop, card, or configuration for use with its wireless service. In all cases, the staff will be glad to assist patrons in maximizing use of electronic services. Because of the requirements of overall staff scheduling, Internet-trained staff may not always be available. The staff can provide information about Internet training opportunities, and print resources.

8. Wireless access is available throughout the building, including the meeting rooms.

1. The Internet work stations and wireless service provided by the Library may be used only for lawful purposes. Examples of unacceptable use include, but are not limited to, the following:

- destruction of or damage to equipment or software
- altering software or hardware settings and configurations
- trying to gain access to passwords, files, and data belonging to others
- harassment or libel of others
- violations of U.S. copyright law or licensing agreements
- use of the system for illegal or criminal purposes
- use of the system for the public display of lewd, obscene or indecent materials (per Sec 944.23 Wis. Stats.) or for the purpose of exposing children to harmful and obscene material (per Sec 948.11 Wis. Stats.)

2. Patrons may not use their own software programs on Library equipment.

3. Patrons may not use the Library's printers with laptop computers or otherwise attach hardware or software that alters the initial configuration of the equipment.

4. Patrons may not, under any circumstances, use the name of the Brookfield Public Library, or the City of Brookfield while accessing the Internet.

VIOLATIONS OF ANY SECTION OF THIS POLICY

WILL RESULT IN LOSS OF ALL INTERNET ACCESS PRIVILEGES

These policies are subject to change without notice at the Library's discretion.
Adopted by the Brookfield Public Library Board of Trustees
January 12, 1999
Revised June 14, 2000, January 8, 2003, January 14, 2004, September 10, 2008,
October 12, 2011, June 10, 2015

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BROOKF IELD , WI 53005
262-782-4140