

WINFIELD PUBLIC LIBRARY'S INTERNET ACCESS POLICY

The mission of the Winfield Public Library is to provide informational, educational, and recreational resources to the citizens of Winfield and surrounding area. The Library will provide access to the Internet at no charge. Patrons will be charged for all prints and copies made.

COMPUTER/INTERNET USAGE RULES

- Through signature, all persons agree to the WPL Internet Access Policy and WPL Internet Safety Policy while accessing the internet.
- Usage time is limited to 3 HOURS a day. Exception to this rule: On-line educational courses, school research assignments or job search. Time extensions must be pre approved by library staff.
- All computer users must have basic knowledge of computer use and capable of own research. Library Staff is not responsible for patron research.
- All users must sign themselves in and out each time a computer is used. Do not sign other users in or out. You **MUST** include your name, date, station number, time in, and time out. Do not use initials and abbreviations.
- Only one user allowed at each computer. If you need assistance, you may ask librarian for permission to have a person assist you. Limit and keep conversation to a whisper.
- Overdue books or outstanding fines will result in termination of computer privileges.
- Transmission, uploading, downloading, and/or viewing text or graphics reasonably construed as obscene, will terminate computer privileges. Please see WPL's Internet Safety Policy.
- No games permitted. This includes educational or social network applications.
- Library terminals are for information only. Use of chat lines, instant messaging, or dating websites is not permitted. Email and Face Book (no games) are permitted only if user is compliant with WPL's Internet Safety Policy.
- All users of electronic resources are expected to use these resources in a responsible manner, consistent with educational and informational purposes for which they are provided.
- All users must be at least 10 years of age to access the internet. When accessing the internet, a registered adult must accompany minors under the age of 12. An adult, parent or guardian, must be responsible for the access of all minors under the age of 18, through signature. The WPL will hold a copy of the initial authorization on file. It is the responsibility of parents or guardians to determine what is appropriate for their own children.
- Respect the privacy of others: no standing behind users and no peering at other user's station.
- Do not alter hardware or software. Patrons may not download any material or save any documents to the hard drive. You must use a personnel memory devise.
- Users will abide by all copyright and licensing rules regarding software.
- Harassing or insulting others via the Internet is not permitted.
- Leaving the computer unattended may forfeit a user's right to his/her computer.
- Be aware of what will be printing. Paying for printing is the responsibility of the patron. Users must pay for all pages printed no exceptions.
- Attempting to breach computer security will result in termination of computer privileges.
- Horseplay or rowdiness while using the computer is not permitted.
- Identification must be presented upon request.
- Failure to comply with any of these policies may result in termination of computer privileges.
- **COMPUTERS WILL BE SHUT DOWN 15 MINUTES BEFORE CLOSING.**

DISCLAIMER

The Internet is a resource that enables the library patrons to connect to information beyond that which is contained for patrons to explore. While the Internet does contain a wealth of information, it also provides access to sites containing materials that some patrons will find offensive and that may be illegal. Information found on the Internet may not always be accurate and the Library is not responsible for any inaccuracies. Illegal, unauthorized, unethical, or commercial purposes; defined as direct usage of WPL resources to market, advertise, or sell goods and services, is prohibited.