

Verona Public Library
Public Computer and Electronic Device Use Policy

I. Introduction

The Verona Public Library offers computer workstations, a wireless network, and a variety of electronic devices to ensure free public access to the Internet as an informational, educational, and recreational resource.

II. Access to Public Computers

(A) To use the public computers or laptops, a library card and PIN (personal identification number) are necessary. If a patron does not have their card present, staff may provide patrons with their card number if the patron presents a valid photo ID. Visitor passes are also available for the computer lab.

(B) Computer use is limited to two hours per day. Library staff can override the two-hour time limit and additional time may be requested if no other patrons are waiting to use a computer.

(C) Computers are available during regular operating hours until 10 minutes before the library closes. Unreserved computers are available on a first-come, first-served basis. Patrons may make reservations up to seven (7) days in advance. Reservations may be made in person, over the telephone, or online on the library website. Patrons have a 15-minute window to log in to their scheduled reservation. After 15-minutes, the computer reservation will be canceled.

(D) Patrons age eight (8) or younger must be accompanied by a parent, legal guardian, or caregiver to use a computer.

(E) Printing is available at the computer lab for a nominal fee. Wireless printing is also available for all devices. Instructions for printing are available at all library service desks and the library website.

III. Access to Electronic Devices

(A) Patrons eight (8) or younger must be accompanied by a parent, legal guardian, or caregiver to check out an electronic device.

(B) As with all other library materials, the user assumes responsibility for the item and is liable for any damage or loss of parts. Replacement costs for electronic devices are visibly marked on the device package. Some individual parts, such as charging cords, may be replaceable separately for their own value.

(C) Chromebooks and GPS units circulate for 28 days. Video Game Consoles circulate for 14 days. Users must return devices listed in this policy to the Verona Public Library Service Desk for check-in. Devices should not be returned in the book return or at other libraries.

(D) Electronic devices for in-library use must be returned before closing on the day of checkout. If they are removed from the library building they will be deemed stolen.

(E) Devices will not be checked in immediately. Library staff will inspect the device before check-in.

(F) Patrons cannot place holds through LINKcat on electronic devices such as laptops and

Chromebooks, but library staff can place holds for patrons. Additionally, any device can be held until closing time of that day. Pickup for all holds of devices will be at the Service Desk.

IV. Rules for Using Library Computers, Wireless Network, and Devices in the Library

(A) Patrons should save all information on personal removable media (flash drives) or cloud storage. Hard drives on public computers are automatically cleared when rebooted to ensure patron privacy.

(B) Inappropriate computer use will not be tolerated within the library. The library will take disciplinary measures including but not limited to loss of library privileges or computer use. Illegal uses of computers may also be subject to prosecution by local, state, or federal authorities. Rules regarding inappropriate computer use include but are not limited to the following:

1. Patrons shall not send, receive, or display on computer screens any text or graphics that may reasonably be construed to be obscene. Verona Public Library staff shall notify and fully cooperate with law enforcement if they become aware of any use of its computers or electronic devices in any connection with child pornography, exposure of sexually explicit material to children, or the solicitation of sex with minors.
2. Patrons shall not transmit, post, upload, or otherwise make available defamatory, harassing, abusive, or threatening material or language that encourages bodily harm, destruction of property, or harasses another.
3. Patrons shall not libel, slander, or maliciously offend other users.
4. Patrons must respect the privacy of others and shall not misrepresent oneself as another user. This includes logging in with another patron's library card account.
5. Patrons shall not attempt to crash, degrade performance of, damage, modify, or gain unauthorized access to computer systems and networks, hardware, software, files, passwords, or data that belongs to the library or other users.

(C) The Verona Public Library shall not be responsible for any injuries or damages to possessions of individuals or groups resulting from the use of computers or electronic devices. This includes but is not limited to credit card charges, identity theft, or other potential damages.

(D) The library is not responsible for patrons who use the library computers to engage in any activity that infringes or misappropriates the intellectual property rights of others, including patents, copyrights, trademarks, service marks, trade secrets, domain names, or any other proprietary right of any third party.

(E) Access, use, or dissemination of information via the Internet in the library is the responsibility of the user. The library expressly disclaims any liability or responsibility resulting from such use arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

(F) Public computers are provided with the understanding that it is primarily self-service and that most learning will occur through self-instruction instead of library staff intervention. Patrons who use their own devices are responsible for troubleshooting those devices.

V. Computer or Device Use by Children

The Verona Public Library assumes no responsibility or liability for the use of the Internet by

children. It is the responsibility of the user (or the parent, guardian, or caregiver) to determine what is appropriate. The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Library staff assume that children and young adults who are unattended have parental permission to use library resources, including the Internet.

VI. Internet and Wireless Network

(A) The library strives to serve all people and considers its endorsement of the Library Bill of Rights and the Freedom to Read documents to apply to the use of electronic information. The library also upholds public access to information in accordance with the provisions of the Constitution of the United States.

(B) The availability of networked information via library terminals does not constitute the library's endorsement of the content of that information. The Verona Public Library does not represent or warrant information found on the Internet to be accurate, authoritative, factual, timely, or useful for patrons' purposes.

(C) The Verona Public Library has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. The authority to determine what is illegal content rests with the courts as defined in Wisconsin and federal statutes.

(D) Wireless access is a free public service provided by the Verona Public Library. By choosing to use this free wireless service, patrons agree to abide by the Public Computer and Electronic Device Use Policy and refrain from illegal activities. The Library's wireless network is an unsecure wireless network.

VII. Appendix of the Public Computer and Electronic Device Policy includes:

“Freedom to Read Statement”

“Freedom to View Statement”

“Library Bill of Rights”

This policy replaces any previous policies regarding public computer, Internet, wireless access, e-reader, and electronic device use.

Library Board Approved on October 1, 2008.

Revised April 13, 2011

Revised March 6, 2013

Revised March 5, 2014

Revised May 6, 2015

Revised March 2, 2016

Revised June 1, 2016

Revised March 1, 2017

Revised May 1, 2019

Revised January 5, 2022