

**Verona Public Library**  
**Public Computer and Electronic Device Use Policy**

**I. Introduction**

(A) Verona Public Library places a high emphasis on technology. It is the library's intent by enacting this policy to provide equal and fair access to its resources for all people.

(B) The library provides public access to the Internet. This policy defines the relationship and responsibilities of the library and patrons regarding the Internet.

(C) This policy is used by library staff to determine acceptable uses of the computer and Internet access the library provides for its patrons.

(D) 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. Definition and Description of Devices Available**

(A) Items available for checkout to use outside of the library:

1. GPS units
2. Wifi hotspots
3. Chromebooks

(B) Items available for checkout to use inside the library:

1. iPads
2. Laptop computers
3. Chromebooks

**III. Access to the Computer Lab**

(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 numbers and PIN if the patron presents a valid photo ID. A visitor pass may also be obtained 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) There is a limit of one (1) person per workstation unless approved by library staff.

(E) Patrons are expected to end their computer use when their scheduled time expires or when

library staff so request.

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

(G) Printing is available at the computer lab. Wireless printing is also available for all devices. Instructions for printing are available at all library service desks and the library website. Printouts are \$.10 for black and white and \$.25 for color.

#### **IV. 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) Wifi hotspots, Chromebooks, and GPS units circulate for 28 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 and law enforcement will be contacted.

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

(G) Patrons cannot place holds through LINKcat on devices listed in this policy, 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.

(H) Selection of content for devices will not be inhibited by the possibility that materials may come into the possession of children. Content for devices follows the same collection development policies and procedures used when selecting library materials. Electronic device content is viewed as a virtual extension of the contents within the entire library. The library reserves the right to add or delete content it provides on these devices.

#### **V. Rules for Using Library Computers, Wireless Network, and Devices in the Library**

(A) Patrons should save all information on personal removable media (memory sticks, flash drives) or cloud storage. Hard drives on library computers are automatically cleared when rebooted.

(B) Inappropriate computer use will not be tolerated within the library. The library will take disciplinary measures including but not limited to discontinued computer service or loss of library privileges. 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. Patrons shall not send unsolicited bulk and/or commercial messages over the Internet or engage in activities that invade another's privacy, nor shall patrons forge or misrepresent message headers, whether in whole or in part, to mask the originator of the message.
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) If an individual or group of computer users creates a disturbance that limits the effective use of the library by others, they will be asked to correct their behavior, disband, and/or leave the building as appropriate.

(D) 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 that are possible when using networked computers or wireless computers or devices.

(E) 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. Any responsibility for the consequences of intellectual property infringement shall be with the user.

(F) 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.

(G) Computer use is 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.

## **VI. Computer or Device Use by Children**

(A) 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. Library staff assume that children and young adults who are unattended have parental permission to use library resources, including the Internet.

(B) The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Library staff cannot act in the place of parents, nor can they act as a substitute for daycare in providing constant care and supervision. Parents or guardians are responsible for supervising their child(ren)'s computer/Internet sessions.

(C) When requested to do so, the library will work with parents and legal guardians to block a child's computer access. The library cannot limit computer access by time, platforms, programs, or in any other selective way. Blocking access only applies to the computer lab computers and laptops and the specific library account the parent or legal guardian identifies. The library cannot block access to the wifi network. To block a child's access, the custodial parent or legal guardian must submit a request in writing that the child's computer access be blocked and include the child's library card number. The block will be in effect until the custodial parent or legal guardian submits another written request with the child's library card number or until the child turns eighteen (18) years old.

## **VII. Internet and Wireless Network**

(A) The Verona Public Library provides access to a broad range of information resources through the Internet. 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) The Verona Public Library assumes no responsibility for any damages, direct or indirect, arising from use of the internet. Furthermore, the Verona Public Library assumes no liability for any loss or damage to the user's data, or for any damage or injury arising from invasion of privacy in the user's computer accounts, programs, or files.

(E) 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. It is the responsibility of the user to understand these policies and refrain from illegal activities. The Library's wireless network is offered as an unsecure wireless network.

## **(F) WARRANTY DISCLAIMER**

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### **Indemnification**

You agree to defend, indemnify and hold harmless the Verona Public Library, its officers, directors, employees, from any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorneys' fees) arising out of or related to your use of the Service, any materials downloaded or uploaded through the Service, any actions taken by you in connection with your use of the Service, any violation of any third party's rights or any violation of applicable law or regulation. This Section will not be construed to limit or exclude any other claims or remedies that Verona Public Library may assert under this Policy, law or equity.

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