INTERNET USE POLICY

1. The Woodward Public Library provides access to the Internet in keeping with its role as a source of information, intellectual development and enrichment for the community.

2. The Woodward Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.

3. To ensure the equitable delivery of all library resources, the amount of time that Staff has to provide Internet instruction is limited.

4. Parents or guardians are responsible for Internet information selected and/or accessed by their minor children.

5. Internet user must –

   ● Follow all federal, state and local laws and regulations as applicable.
   ● Avoid any activities which may be disruptive to other patrons.
   ● Use either provided headphones or personal earphones for use of audio resources.
   ● Make no attempt to damage computer equipment, change settings or install any software.
   ● Respect copyright laws and software licensing agreements.

6. Downloading programs or installing software onto the library computers is not permissible unless by prior approval of the Library Director.

7. The librarian reserves the right to limit the number of people playing and/or viewing games at the computer.

8. Printing is allowed, and a chart fee is posted by the printer.

9. When using your personal computer, patrons must follow the above related rules.

10. Internet access may not be available due to technical problems.

11. Internet access will be denied to anyone breaching this use policy.

12. Our public internet computers are equipped with commercial filtering software. Internet filtering software may help to block the access to offensive Internet sites. These filters aim to ensure that our library is a safe and welcoming place for children, and it supports the right and responsibility of parents to make choices for their own young family members.

RULES AND GUIDELINES FOR PUBLIC COMPUTER STATION USE

- Stations are available on a walk-in basis. Time limit on these stations is one (1) hour if another person is waiting.
- During the Early-Out Program computers are used by adults only 3 p.m. to 4 p.m. All other times the computers are open to anyone.
- No more than 2 people may use a computer station at once, except for adults with small children.
- Patrons are expected to be knowledgeable in basic computer operations. Library staff does not offer individualized instruction.
- You may download information to your own USB (flash, thumb) drives (be aware of viruses!)
- Printing of information is allowed for a fee. Payment for printing is handled at the circulation desk.
- Misuse of these rules may result in the suspension or lose of computer/internet privileges.

WIRELESS INTERNET USE

The Woodward Public Library is pleased to provide wireless ("Wi-Fi") access for our patrons to our Internet service. If you bring you own internet device into the library and wish to use the Internet connection, you need the following:

- Wireless network interface card.
- Ability to configure device to use the library's connection. (ID + WoodwardLibrary).
- Charged battery (many electrical outlets are available, but not in every seating area).
- Audio/Video users should bring headphones.
- Free Wi-Fi is available and does not require a password.

Library staff will not provide technical assistance to wireless users.

The library's wireless network is open and not deemed secure. Information sent from your laptop could be captured by someone else with a wireless device and the appropriate software.

Adopted May 2, 2022