

Internet Workstation Use Policy

The Berlin Public Library Board establishes this Internet policy to ensure appropriate use of Internet resources within the Library.

Computer use has become an integral part of many library activities. Through the Internet, the library can provide information beyond the confines of its own collection. This allows patrons to freely access information, ideas, and commentary that would not otherwise be available. The Library believes that it lies within the scope of its mission to provide access to the Internet to its users in order to meet their cultural, education, informational, and recreational needs.

While the ability to access information on the Internet provides a wealth of material that is personally, professionally, and culturally enriching to individuals, the Internet also enables access to materials that may be offensive, disturbing, illegal, inaccurate and/or incomplete.

The Internet is an open, worldwide communications forum. In the respect, the Library cannot control or monitor material on the Internet. Individuals must accept responsibility for determining what is, and is not, appropriate.

With the freedom and privilege to access computer networks comes the responsibility to use them in a responsible and ethical manner that includes, but is not limited to, the following:

- Using resources for educational, informational and recreational purposes only, not for unauthorized, illegal and unethical purposes.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging altering software components of any network or database.
- Further respecting the privacy of others using public access workstations at the Library by not interfering with their use.
- Making only authorized copies of copyrighted or licensed software or data.
- Not sending, receiving, or displaying graphics that may reasonably be construed as harmful to minors, as defined by Federal and Stat statute.
- Not making unauthorized changed to the setup or configuration of the computer's software or hardware.
- No installation of software, programs, or downloading is allowed. (The workstation has anti-virus software loaded but may not completely protect users or the Library from contracting a virus.)

The Library reserves the right to monitor an individual's use of the library's workstation and server if inappropriate use is suspected. Failure to follow the Internet Policy and Guidelines or inappropriate use of the workstation equipment or Internet access will result in suspension or revocation of Internet access privileges.

U.S. Copyright law (Title 17, U.S.C.) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with users. The Berlin Public Library expressly disclaims any liability or responsibility resulting from such use.

Berlin Public Library
121 West Park Avenue
Berlin, WI USA 54923
920-361-5420 voice
920-361-5424 fax
www.berlinlibrary.org
director@berlinlibrary.org