



TECHNOLOGY POLICY

Effective Date: 6/13/2017

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Purpose

The Thomas St. Angelo Public Library of Cumberland provides access to information resources through technology to help patrons meet their educational, cultural, and recreational needs. Any patron using technology consents to all Thomas St. Angelo Public Library policies and rules.

Acceptable Use Policy

1. When using a public Internet workstation at the Thomas St. Angelo Public Library of Cumberland (TSAPLC), you agree to the following guidelines:
 - a. Use the electronic information resources at the TSAPLC in a responsible manner, consistent with the educational and informational purposes for which they are provided.
 - b. Not use the Internet for any unauthorized, unethical, commercial, or illegal purposes.
 - c. Respect the privacy of others by not misrepresenting oneself as another user.
 - d. Not attempt to modify or gain access to files, passwords, or data belonging to others.
 - e. Not seek unauthorized access to any computer system, or damage or alter software components of any network or database.
 - f. Not send, receive or display, text or graphics which may reasonably be construed as obscene.
 - g. Not make any changes to the setup or configuration of the software or hardware.
 - h. Not use the library name, address, or phone number if making purchases on the Internet.
2. The TSAPLC staff may not be familiar with the area of the Internet that you are exploring. No in-depth training can be provided due to staff scheduling. We will try to offer suggestions and answer questions as time permits.
3. Remember the library may have the information you are looking for in its books and magazines.
4. Just like the other resources of information, the library is not responsible for the validity or reliability of the information found on the Internet.
5. There is a 60 minute time limit on the use of the Internet computers. If no one is waiting to use the Internet computer, you may stay on longer up to 120 minutes. If someone is waiting or comes in to use the Internet computer, you will be asked to sign-off the Internet computer if you have been on for 60 minutes or longer.

6. Misuse or abuse of the computer or the Internet access will result in the suspension of your computer privileges.
7. TSAPLC assumes no responsibility for the use of the Internet. It is the responsibility of the caregiver, guardian or parent to determine what is appropriate. The Library Staff is not responsible for monitoring access to the Internet.
8. The library or Library Staff cannot control the availability of information links which often change rapidly and unpredictably. In addition, not all sources on the Internet provide accurate, complete or current information. Be a wise consumer and consider the validity of the information.
9. The TSAPLC allows patrons to use memory devices in the library computers. The TSAPLC computers are protected by antivirus software. The TSAPLC is not responsible for any damages caused by viruses.
10. Internet users will be financially responsible for any intentional damage done to computer hardware and software.

Library Website

The Library maintains a website to further communication with the public and to provide remote access to resources. The Thomas St. Angelo Public Library of Cumberland collects no personal information from Website visitors. While the information on the website is periodically updated, no guarantee is given that the information provided on the website is correct, complete, and up to date.

Through the website patrons can link to other websites which are not under the control of the Thomas St. Angelo Public Library of Cumberland. The Library has no control over the nature, content or availability of these sites. The inclusion of links does not imply a recommendation or endorsement of Library.

All users of the website agree to hold the Thomas St. Angelo Public Library of Cumberland harmless from any claims, losses, damages, obligations or liabilities related to the website. The Library is not liable for lost profits or damages.

Social Networking Software

The Thomas St. Angelo Public Library of Cumberland has established a social media presence as a public service to inform residents of library programs, events, services, and materials and to encourage communication between residents and the library staff as a means of community engagement.

Social media is defined as electronic communication through which users create online communities to share information, ideas, messages, and other content. Social media includes any web page or app through which the Library has an account and interacts with other users.

The Library permits authorized library staff to utilize any social media platform professionally on behalf of the library with permission from the Library Director as long as its use is beneficial for the Library in communicating with residents. Communication by the library via social media is intended to reflect the library's mission, vision, and strategic plan.

Users posting to the Library's social media accounts grant permission to the Library to reuse or share content in promotional materials without compensation or notification. Comments expressed by other users on the

Library's social media do not reflect the views or positions of the Thomas St. Angelo Public Library, Library Director, Library Board of Trustees, or library staff.

The Library reserves the right to approve or edit all interactions and may block or remove any interactions that contain the following:

- Obscene, profane or sexual content and/or language
- Content that promotes, fosters, or perpetuates discrimination based on race, creed, age, religion, gender, national origin, disability, or sexual orientation
- Conduct in violation of any federal, state, or local law or encouragement of illegal activity
- Content that is defamatory or libelous
- Threats to individuals, groups, or organizations
- Information that may tend to compromise the safety or security of the public
- Discloses personal information that violates privacy (home address, email address, phone number)
- Content that violates a legal ownership interest, such as a copyright, of any party
- Content that promotes political purposes, candidates or content associated with any candidates for elected office, political parties or ballot proposals
- Solicitation of commerce or Spam, including promotion or advertising for paid services
- Content that is not topically related to posts made by the Library on the Library's social media sites

The library reserves the right to ban or block users who have violated this policy or to delete posts or comments. The Library will make every effort to notify users who have been blocked or whose content has been deleted. Any resident of the service area who has been blocked or whose post or comment has been deleted has the right to appeal that decision to the Library Board of Trustees. A written appeal should be addressed to the Library Director within 10 business days of the decision to block, ban, or delete. The Library Board of Trustees shall decide the appeal.

Submission of content to any of the Library's social media websites or applications constitutes acceptance of these guidelines and indemnifies the Thomas St. Angelo Public Library of Cumberland and/or the City of Cumberland and its employees from and against all liabilities, judgments, damages and costs incurred by any which arise out of or are related to the posed content including claims by a third party related to any post material. Neither the Thomas St. Angelo Public Library of Cumberland nor the City of Cumberland are obligated to take any of the above actions and neither is responsible or liable for any content posted by any user. Any content posted on the Library's website is public record and is regulated by the Wisconsin State Public Records Law. Any content added to the Thomas St. Angelo Public Library of Cumberland's social media accounts will be archive by the City of Cumberland in accordance with Wisconsin Open Records Laws.

Wireless Internet Access

Wireless Internet access is usually available inside the Library during open hours and immediately outside the Library at all times.

Properly equipped devices can connect to the network by signing in. By signing in users agree to the service terms including the Thomas St. Angelo Public Library of Cumberland's Acceptable Use Policy. It is the responsibility of the wireless user to have up to date virus protection on their devices.

The Internet is an unrestricted global entity. Patrons use it at their own risk. As with other library resources, it is the patron or the parent or legal guardian of minor children, who assumes responsibility for supervising access to Internet resources. Information through the Internet is not guaranteed to be accurate, factual, or complete and the availability of information accessed via the Library's network does not constitute endorsement by the Library.

Users agree to hold the Thomas St. Angelo Public Library of Cumberland harmless from any claims, losses, damages, obligations, or liabilities directly or indirectly related to the use of the Library's wireless network. The Library is not responsible for any lost profits or damages.

Equipment Available for Public Use

The Thomas St. Angelo Public Library of Cumberland public computer workstations are normally available to use during open hours of the Library. Use is limited to one hour per person. The computers on the second floor, Anna St. Angelo Children's Library, are not on during story hour, programs or meetings (due to distraction). The children's AWE computers are for educational games only and the card catalog computers are used solely for searching for library materials. Other electronic equipment is available for use in the building or to check out and take home and is subject to borrowing limits and terms of use. Patrons under the age 18 must have a valid library card or parent/guardian present to have access to an Internet computer.

To use the Internet at the TSAPLC:

- Locate an open Internet computer.
- Log onto the computer with patron's own valid library card.
- Agree to pay copy charges of 20 cents per page for black/white and 40 cents per page for color.
- Abide by the library's Internet Acceptable Use Policy.

Plugging In

Limited number of electrical outlets are available throughout the Library. Patrons are welcome to plug in their laptops, or other personal devices. Power cords and other cables may not obstruct traffic, seating, or tables.

Personal Communication or Entertainment Devices

Items such as, but not limited to, cell phones, personal computers, portable listening devices, handheld game consoles, pagers, and radios, should be used in a courteous manner.

Photographs Taken in the Library

Children and adults participating in the Thomas St. Angelo Public Library's programs may be photographed by newspaper or television reporters/photographers, library staff members or other involved with the program. These photographs may appear without compensation in news publications or productions, on the Web, or in printed or electronic materials related to the role and function of the Thomas St. Angelo Public Library.

Adults who do not want to be photographed or parents who do not want their child photographed should notify Library staff.



Thomas St. Angelo Public Library
of Cumberland
~ A Carnegie Library

Mobile Wi-Fi Hotspot Device User Agreement

First and Last Name: _____ Date: _____

Address: _____ Phone: _____

In order to borrow a Mobile Wi-Fi Hotspot, patrons must meet the following guidelines:

- Be at least 18 years old.
- Have a current MORE library card and be in good standing with the library.
- Have your date of birth, driver's license/ID number recorded.

By signing this Agreement, the patron agrees to the following terms and conditions:

- I accept full responsibility for the Wi-Fi Hotspot Device ("Hotspot") while it is checked out to me.
- I will not attempt to alter the Hotspot in any way.
- I will return the Hotspot in person to the library staff member at the front desk within 14 days of this Agreement (the "Return Date").
- I will pay a late fee of \$5.00 per day for every day that I continue to possess the Hotspot after the Return Date.
- I accept full financial responsibility for the Hotspot and agree to pay all costs associated with the damage to or loss of the Hotspot and/or the accessories checked out to me. (Replacement cost is \$199.00).
- I understand the library may use any appropriate means to collect the amount owed by me for fees, damages, or loss associated with my use of the Hotspot.
- If the Hotspot is not returned within 14 days, the Library will shut down the connection, which will make the device unusable. I understand that I will pay the replacement fee for the device, and all associated costs.
- If I have not returned the Hotspot within 10 days after the Return Date, the Library may charge me for the full replacement cost of the Hotspot.
- If I encounter any problems with the Hotspot, I will return it and all its component parts to the Library immediately and inform the Library staff of the problems encountered.
- Failure to pay any fee, damages, or loss associated with my use of the Hotspot may result in the library banning my using the library services or entering the premises.

I have read and agree to these terms and conditions as well as the library's *Technology Policy* and agree to use the device in a responsible manner, consistent with the educational and informational purpose for which they are provided and not for any unauthorized, unethical, or illegal purposes.

Any Internet use contrary to the policy outlined above may, at the sole discretion of the Library staff, result in the loss of the Library Mobile Wi-Fi Hotspot and/or Library Internet privileges.

Borrower's Signature: _____ Date of Birth: _____

For Library Staff Use Only

Library Card #: _____ Hotspot #: _____ Due Date: _____

CHECK-OUT

Staff: Please check off to indicate that all pieces of equipment are present at time of check-out.

| | |
|------------------------|----------------------|
| _____ Hotspot | _____ Charging Cable |
| _____ Charging Block | _____ Carrying Case |
| _____ Patron ID Copied | |
| _____ Staff Initials | |

CHECK-IN

Staff: Please check off to indicate that all pieces of equipment are present at time of check-in.

| | |
|------------------------|----------------------|
| _____ Hotspot | _____ Charging Cable |
| _____ Charging Block | _____ Carrying Case |
| _____ Patron ID Copied | |
| _____ Staff Initials | |

Approved _____