

## V. Public Technology & Internet Use (Previously titled: INTERNET USE) *(Last Reviewed 4/25/24)*

### A. Internet Use

1. Purpose: The purpose of public access to the Internet is to further support the community's informational, learning, cultural, and recreational needs.
2. Selection: Links to resources the Library subscribes to are listed under the Online Resources section of the Library's website. In some cases links to free resources often used by library patrons will be placed there as well for the convenience of users. Access is not limited to these sites and patrons assume responsibility for the sites they select for use.
3. The Washington Public Library can assume no responsibility for accuracy of any information accessed through the Internet, nor can we control or monitor information accessed. Due to the visibility of computer monitors in public areas of the library, the library may install content filtering software on public access machines in an effort to restrict access to pornographic images. Every effort will be made to ensure that access to all other information including educational material that includes images of the human body and information surrounding issues of sexuality and sexual health.
4. The Washington Public Library asserts that it is the responsibility of the parent to monitor and guide a child's information selection, and will not take any responsibility for monitoring or controlling a child's access to information. Parents may request that their minor child, who is under the age of 12, be restricted from using Internet computers. A note will be added to the child's account, though no guarantee can be made that the child will never have access to Internet-enabled devices or computers.
5. The copyright law of the United States (Title 17, U.S. Code) governs the making of reproductions of copyrighted material. The person using the library's Internet or wireless Internet connection is liable for any infringement.
6. **Unacceptable Use:**
  - a. Unacceptable use includes, but is not limited to the following:
    - Any use of Washington Public Library computers or Internet access which is disruptive to other patrons or library staff in any way, including viewing pornographic materials.
    - Attempting to modify or gain access to library settings, files, passwords, or data.
    - Downloading copyrighted materials from the Internet without legal consent.
    - Damaging or destroying equipment, software, or data belonging to the library.
    - Disrespecting the privacy of other users.
  - b. The Washington Public Library reserves the right to restrict or terminate the

Internet use privileges of any individual using the Internet in a way deemed unacceptable. Violation of the Internet Use Policy may result in the following consequences:

- First offense – Termination of session and loss of computer privileges for one day.
- Second offense – Denial of computer privileges for one month.
- Third offense – Denial of computer privileges, for a period of time determined by the Board.

## B. Wireless Use

1. Purpose: The Library provides wireless Internet access to give access to its digital collection, even when the physical library is closed.
2. Library staff cannot be responsible for directly making changes to wireless devices owned by library patrons or connecting devices to our wireless network but can provide general information and assistance for this purpose.
3. The copyright law of the United States (Title 17, U.S. Code) governs the making of reproductions of copyrighted material. The person using the library's wireless Internet connection is liable for any infringement.
7. The Washington Public Library can assume no responsibility for accuracy of any information accessed through the Internet. Please use the Library's wireless Internet responsibly.
8. **WARNING:** This free service is an open network provided for patron convenience and its use is at the user's own risk. It is available to the general public, and is **NOT INHERENTLY SECURE**. The Library cannot and does not guarantee the privacy of data and communication while using the service. By using this service, the user acknowledges and knowingly accepts the potentially serious risks of accessing the Internet over an unsecured network.
9. Access to the Library's wireless Internet network is provided **AS AVAILABLE**. The Library provides no guarantee that the service will be uninterrupted or error-free, and cannot be held liable for any direct or indirect damages that result in any way from the user's ability or inability to use the network

## C. In-Library Equipment Use Policy

1. The Washington Public Library, at its discretion, lends equipment such as laptops, iPads, and projectors for in-library use as a public service. Given the expense of the equipment, the library requires photo identification and a Washington library card for equipment that is borrowed\*. The borrower's library account must be in good

- standing, and the borrower must be either 18 years old, or over the age of 10 with a guardian's signature of approval.
2. The City of Washington, IA and the Washington Free Public Library are held harmless by the borrower for any damage, injury, or loss.
  3. By borrowing equipment from the Washington Public Library the patron is responsible for the item(s).
  4. The borrower warrants that the equipment was in good working order when borrowed and that the Library will be reimbursed if the equipment is damaged, lost, or stolen while checked out.
  5. The borrower must return the equipment to the front desk 15 minutes before the Library's regular closing hours\*\*.
  6. The borrower understands that the equipment CANNOT be removed from the library. Until the equipment is placed in the hands of a library staff member, and is checked in, it is the borrower's responsibility\*\*.
  7. If parts or pieces of the equipment are missing or damaged, the borrower's Library privileges will be revoked until the costs for repair and/or replacement have been paid by the borrower.
  8. After 30 days, the unpaid balance of any equipment repairs or replacement may be referred to the City Attorney. §714.5 of the Code of Iowa clearly states that failure to return library materials or equipment is evidence of attempted theft.
  9. \*If the equipment is being borrowed for a meeting/event by a person or group from outside of Washington County, the responsible party will sign the agreement and show valid state ID, but is not required to have a Washington Library card.
  10. \*\*Prior arrangements can be made for equipment use at meetings that extend past closing hours. Arrangements must be made with a Library Assistant or the Library Director before the meeting begins. Equipment is to be secured in the equipment room attached to the Nicola-Stoufer Room at the end of the meeting. In the case of an after-hours meeting, no IDs will be kept during the equipment's use.
  11. Laptops and tablets are not to be left unattended in the library. If, for any reason, a borrower has to leave the library while the laptop/tablet is still checked out, the device will be left at the front desk until it can be used again (including using the restroom).
  12. No more than two people may use the same laptop/tablet at any one time. Both users must sign an In-Library Equipment Use Agreement.

13. The laptop/tablet batteries hold a charge of three (3) hours, but the library cannot guarantee that the device loaned out will be useable for that full amount of time. It is the user's responsibility to save data in the case of battery failure.
14. **WARNING:** The Library's free wireless Internet service is an open network provided for your convenience and its use is at your own risk. It is available to the general public, and is **NOT INHERENTLY SECURE**. The Library cannot and does not guarantee the privacy of your data and communication while using the service. By using this service, users acknowledge and knowingly accept the potentially serious risks of accessing the Internet over an unsecured network.

#### **D. MakeIT Place Use**

1. Patrons must be valid WFPL cardholders in good standing to use MakeIT Place equipment. Patrons with charges over \$5.00 on their account may be allowed MakeIT Place use if they have a payment plan approved by the Library Director.
2. Patrons will be courteous to other library patrons and other users. Patrons will comply with all rules, procedures and restrictions developed by the Washington Free Public Library (WFPL). This Use Agreement compliments and works in tandem with the WFPL Library Rules of Conduct, Technology & Internet Use Policy, and Meeting Room Policy.
3. Prior to using MakeIT Place equipment or attending a class, adult patrons must complete and sign the MakeIT Place Use Agreement and Liability Waiver form. (Adult patrons with a legal guardian should have that individual sign the MakeIT Place Use and Liability Waiver form.)
4. Youth under the age of 13 are only permitted in the MakeIT Place as part of an organized WFPL program with constant supervision of library staff. Depending on the type of program offered, a waiver may be required when using certain types of equipment and materials.
5. Youth over the age of 13 may use MakeIT Place equipment under the supervision of the parents or caregivers (or as part of a class supervised by instructors or Library staff) and may not be left unattended in the MakeIT Place. Parents must complete the MakeIT Place Use and Liability Waiver Form for their 13-18 year old child.
6. Parent/guardians are welcome to tour the MakeIT Place area to become familiar with the facilities and equipment and evaluate use by a minor child, and WFPL staff are happy to answer parent/guardian questions.

7. Some tools and machines are available to patrons on a first-come, first-served basis; others are available only by reservation. Most equipment will have limitations on the number of hours a patron may use equipment during a given time period. Current rules for use and reservations can be found on the MakeIT Place web page.
8. Patrons must return tools to their original location in a clean state, as well as clean the workspace before departing.
9. WFPL can only provide free consumable materials on a limited basis. A limited selection of materials for purchase by patrons will be available.
10. WFPL is not responsible if a project is destroyed, does not print, engrave or fire correctly, or does not work. The patron understands that WFPL is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by the WFPL. Only Library computers may be connected to library machinery unless specifically noted otherwise.
11. Projects are subject to approval by staff prior to use of machinery. Only staff or certified patrons can operate MakeIT Place equipment. Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons within the MakeIT Place.
12. When machines are out of order, staff will attempt to contact patrons with reservations. This courtesy cannot be guaranteed.
13. Spillproof covered drinks (NOT including drinks with a plastic top and inserted straw) are welcome in the MakeIT Place. Food is not permitted unless part of a Library program.
14. The WFPL reserves the right to halt, delete, or disallow the creation of items that violate the MakeIT Place Policy. Patrons are not permitted to create materials that are:
  - a. Prohibited by local, state or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - c. Deemed offensive, obscene or racist by Library staff.
  - d. Functioning weapons.
  - e. In violation of the library's Rules of Conduct, Technology and Internet Use Policy, or any other library or City policy.
  - f. Violate patent, copyright, trademark or otherwise infringe upon the intellectual property of others.
15. Patrons need to check in with the staff member on duty, using their WFPL library card each time before using the space. The patron attending MakeIT Place activities must

- match the WFPL card used. The card **MUST** be in the possession of the user, or scannable from a user's phone or tablet.
16. Patrons agree to carefully plan their time to not run-over into another reservation and have their project area cleaned up before the end of their reservation. No new projects can be started ½ hour before the end of MakeIT Place hours. All project areas should be clean 15 minutes before closing.
  17. Patrons must participate in mandatory safety and use trainings in order to use certain tools and machinery. They may not use these tools until certification training has been completed, as confirmed by WFPL staff. Current rules for certification can be found on the MakeIT Place web page.
  18. When using a tool that does not require certification, the maker is certifying that he/she is capable of using that item in a safe and proper manner.
  19. Staff or volunteers are available to assist in explaining operation of tools and equipment as time allows and will make materials (such as manuals) available upon request but are not able to guide the user one on one through the completion of a project. Classes will be offered to assist users learning the operation of equipment and completion of project.
  20. Patrons with disabilities who need special arrangements or accommodations should notify staff at the location of interest as far in advance as possible before their expected time of use.
  21. WFPL provides patrons with access to safety supplies in the MakeIT Places. Safety is a priority. For specified activities masks or other PPE may be required without exception.
  22. Certain items may also require hair and any dangling items, like jewelry, to be secured or covered before use. In addition, appropriate closed-toe shoes and clothing may be required for some activities.
  23. Patrons should report any accident or incident that occurs to a staff member and should report any unsafe behavior by anyone to staff.
  24. Patrons agree to take precautions to prevent avoidable mess or damage in the MakeIT Place. Patrons agree to minimize waste of materials.