

ELECTRONIC RESOURCES ACCEPTABLE USE POLICY

By using a public electronic resource workstation at the Greendale Public Library customers agree to the following guidelines:

All users of electronic resources are expected to use the resource in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow these rules and regulations:

Using resources for educational and informational purposes only: not for unauthorized, illegal or 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 or altering software components of any network or database.

Further respecting the privacy of others using public access workstations by not interfering with their use.

Agreeing not to make any changes to the setup or configuration of the software or hardware.

Making only authorized copies of copyrighted or licensed software or data.

Not sending, receiving, or displaying, text or graphics which may reasonably be construed as pornographic or obscene.

Children under the age of eighteen should have parental permission to use electronic resources. The library assumes no responsibility for the use of these resources by minors. It is not possible for library staff to control specific information minors may locate on these resources. Just as the library does not vouch for or endorse the viewpoints of written material in the collections, we do not do so for electronic information. Selection policies, which serve to govern the library's purchase of written material, do not apply to material accessed electronically.

It is the responsibility of the user (or the parent, guardian or caregiver) to determine what is appropriate.

Parents may request in writing that their minor children (17 or under) be restricted from access to the Electronic Resources. Notification of such restriction will be placed in the minor's registration record. Notification to remove this restriction must also be in writing.

Users may request a filtered Internet workstation at the time of sign-in. The library uses a commercially provided filtering product and accepts no responsibility for the capabilities of the product. Parents may request in writing that their minor children (17 or under) be restricted to an Internet terminal that is filtered. Notification of such restriction will be placed in the minor's registration record. Notification to remove this restriction must also be in writing.

The Greendale Public Library staff will review use of the electronic resources viewing usage and will notify patrons in person or in writing if their use of the resources is to be denied due to a violation of this policy.

Misuse or abuse of the electronic sources of information will result in suspension of access privileges. Adult users will have their access suspended for one year from the date of the infraction. For minor users (17 and under), access privileges are denied until the age of 18, or one year from the date of the infraction (whichever period is longest). In the alternative, parents of minors who have been suspended may appeal to restore their minor child's privileges by presenting in person that request in writing to the Library Director. Restoration of a minor's privileges will occur after the minor child has served a minimum one-year suspension.

Any patron not satisfied with the decision of the Library Director may appeal the decision to the Library Board of Trustees. Request for appeal must be made in writing to the President of the Library Board. The patron will be notified of the Board meeting at which the appeal will be considered and will be expected to attend. The decision of the Library Board is final.

Library staff is available to assist customers in the use of these resources, but may not be familiar with every application you might wish to use. Due to scheduling constraints, there may not be a trained staff member on duty at all times. Because of the many different applications available, the library cannot provide complete technical support.

To be eligible to use an electronic resource workstation, a customer must have a valid MCFLS library card or a Greendale non-resident fee card. If the customer does not have these cards, the following fees will be assessed for use of the electronic resource workstation:

\$1 per day
\$100 per year (Greendale non-resident fee card)

The following charges will apply for printing on the electronic resource network

15c per page for black and white
75c per page for color

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