

The Warren Public Library (the “Library”) strives to provide the best services possible for its patrons, and as part of a wide array of activities the library offers in-house computers, Internet-ready devices, and free Wi-Fi for public use. **Internet access is available for all patrons of the Warren Public Library.**

Current federal legislation requires the use of content filters on all Internet-accessible workstations within the Library in order to screen out visual depictions of obscenity, child pornography, sexually explicit material and/or such sites as deemed harmful to minors. The Library makes every effort to comply with this law, although there may be inadvertent unacceptable displays due to the limitations of content filtering software. Adults may, without explanation, request the disabling of this filter at any time; minors may not request this action for any reason. If a patron feels the filter is not functioning properly, the patron should complete an Internet site evaluation form, available at the circulation desk, requesting that a particular site or sites be blocked or unblocked. Library personnel will review each request in a timely manner and take appropriate action.

The Warren Library Association’s policy regarding use of computers, tablets, smartphones, personal laptops and any other Internet ready devices is as follows:

1. Use of the Library’s computers and Wi-Fi is a privilege. Library staff will assign computers on a first-come, first-served basis for a specified period of time. A maximum of two users are permitted per computer. First time users for the day will be given priority. Groups using Wi-Fi access will be asked to reserve a meeting room (when available) if they cause a disturbance to other Library users.
2. Patron confidentiality is respected and protected to the fullest extent allowed by law. Workstation users have a right to privacy and the Library does not permit monitoring of electronic communications of others, of networks, nor of these computers.
3. The Library reserves the right to monitor and/or terminate any Internet session at any time. All patrons who bring their own devices or use Library equipment will be required to sign off and exit the building ten minutes prior to close of business.
4. Patrons who bring their own devices and login to our Wi-Fi will be asked to accept our Wireless Internet Policy on their splash screen prior to use.
5. Library computers are public workstations. Users may not alter settings, install software, download data or programs to the workstation, or in any other way change current configurations.
6. Use of Wi-Fi to illegally download copyrighted material is prohibited. Bit torrent downloads are prohibited.
7. The purpose of Internet access at the Library is to enhance user access to information sources. Library staff are only available to give a brief orientation to the computer menu.

8. The Library assumes no liability for computer viruses, malware, worms or Trojans or any other malicious software that may be contracted during Internet sessions.
9. Public Wi-Fi networks are open and unsecure; all patrons should be cautious in the dissemination of private information. Those users providing their own Internet-ready devices should supply their own anti-virus/anti-malware software for their protection and that of other users.
10. The Library is not responsible for providing power for personal devices. Patrons who use floor or wall outlets must not block traffic areas, impede other patrons and staff, or unplug Library equipment.
11. The Library stresses that providing access to global information is not the same as selecting and purchasing materials for the in-house Library collection and therefore, the Library is not responsible for content, accuracy, availability or currency of information obtained via the Internet.
12. The Library reserves the right to charge fees for printing.
13. Persons age fourteen (14) and under are not permitted to use the adult public access workstation area.
14. Persons age fifteen (15) and over are not permitted to use workstations in the Children's Department. However, parents and/or guardians are encouraged to accompany their children to supervise Internet activity.
15. Persons under the age of eleven (11) or over the age of eighteen (18) are not permitted to use workstations in the Teen Space.
16. Reference Department computers are reserved for reference and research.
17. The Library reserves the right to shape traffic and restrict some Internet services in order to give all patrons a better Internet experience and to terminate any Internet session at any time.

Misuse of Equipment

It is the responsibility of the individual users, not the Library, to ensure that they are in compliance with the law and the following Acceptable Use Practices of the Library.

- The unauthorized disclosure, use or dissemination of personal information of minors is not permitted.
- The display of sexually explicit or sexually suggestive material is prohibited by Library policy as well as federal legislation
- Patrons may not transmit any data or programs from these workstations that may cause disruptions of services to others. This includes any form of “hacking” or of computer

virus, harassment, libel or slander. Nor may they transmit any unsolicited advertising, or anything that may cause damage to equipment.

- The violation of intellectual property laws by distributing, downloading copyrighted or otherwise protected information, documents, or software programs is prohibited.
- Unauthorized use of computer accounts, access codes, or network identification numbers is illegal and will not be tolerated. Violators of the Internet Use/Safety and/or Wireless Internet policy will be dealt with in accordance with the Library's Behavior Code.
- The Library reserves the right to cancel or interrupt use of any Internet access device at any time.
- Failure to abide by Internet Safety Policy will result in suspension or permanent loss of access to Library Internet services.

Laptop/hotspot borrowing

The Library provides laptops for use within the Library only and Internet hotspots for the purpose of responsible home use.

Patrons must sign an initial borrower's agreement and show photo identification and an active Library card.

Laptops are available in the Reference area and are available on a first-come, first-served basis. Hotspots are available at the main desk.

By signing the borrower's agreement, the patron accepts responsibility for the repair or replacement of the laptop or hotspot in the event of loss, theft, or damage.

Users must return the laptop and all accessories to Library staff at the end of the day. If a laptop or hotspot is not returned, it will be considered lost or stolen and the patron will be billed for the replacement costs.

Wireless Internet

The Library provides access to the Internet, including through its wireless networks where available.

By choosing to use this free wireless service, users agree to abide by both the Library's Internet Use Policy and its Behavior Code Policy that prohibit abusive or illegal activity while using the Library's Internet service.

Wireless Access is provided as a public service free of charge on an as-is basis with no guarantee and no warranty. The Library's Wireless public network is subject to periodic maintenance and unforeseen downtime.

The free Library Wi-Fi is open and unsecured; any information passing through it can be monitored, captured, or altered by others. There are risks involved with connecting to free public Wi-Fi, including viruses, malware, loss of data, possible hacking attempts, or even hardware/software failure. It is users' sole responsibility to protect their information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of their use of the Library's wireless access.

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INTERNET USE/SAFETY
POLICY MEMORANDUM
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Users of internet-ready devices are responsible for setting up their equipment to access the Library's public Wi-Fi network. Library staff is not permitted to handle users' personal equipment or to offer more than general advice in connecting to the Wi-Fi network.

The Library assumes no responsibility for the safety of equipment. Users must keep their equipment with them at all times.

In using this free Wi-Fi, users agree and hereby release, indemnify, and hold harmless, the Library, its officers and employees, from any damage that may result from their use of this wireless access.

While using this public Wi-Fi, users acknowledge that they are subject to, and agree to abide by, all laws, rules, and regulations of the Library, the Commonwealth of Pennsylvania, and the federal government that are applicable to Internet use.

At its sole discretion, the Library may terminate this public service at any time without prior notice.

Internet-ready device users may only use designated electrical outlets to connect their equipment. At no time are they to obstruct other patrons or unplug Library equipment.

In order to provide a good Internet experience for all users, the Library reserves the right to restrict or shape Internet traffic.

Any attempt to circumvent Library procedures or any unauthorized attempt to access or manipulate Library equipment will result in permanent disconnection from the Library Wi-Fi network.

If users do not agree to the above terms, they should disable their wireless connection or turn off their devices.

Adopted by Warren Library Association Board of Directors
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INTERNET SITE EVALUATION FORM

Date: _____

I request that you block/unblock (please circle the correct option) the following website.

URL: _____

I understand that the Warren Public Library personnel will review my request and respond to it as quickly as possible, and if I leave my email address, I will receive a response when my request has been reviewed.

Signature _____

Name (please print) _____

If you would like a response, please enter your email address below.
