

## **TECHNOLOGY USAGE**

Adopted: March 2017

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The Technology Usage policy covers the following:

- Copier, Printer, and Scanner
- Fax Machine
- Internet
- Computers

### **COPIER, PRINTER, AND SCANNER**

The library provides copier, printer, and scanner equipment for public use. Patrons may access these services as needed and are responsible for paying applicable fees at the front desk as outlined below.

To maintain service quality, patrons may not supply their own paper to reduce costs. Electronic scanning is offered free of charge.

\$0.10 per page – Black and White 8 ½ x 11 letter-size paper

\$0.15 per page – Black and White 8 ½ x 14 legal-size paper

\$0.20 per page – Black and White 11 X 17 tabloid-size paper

\$0.25 per page – Color 8 ½ x 11 letter-size paper

\$0.40 per page – Color 8 ½ x 14 legal-size paper

\$0.50 per page – Color 11 X 17 tabloid-size paper

### **FAX MACHINE**

The library provides fax services under the following guidelines:

- The fax machine will only be used by staff.
- A notice is posted in the library indicating that fax service is available and informs users that the library is not responsible for confirming receipt of transmitted messages or notifying the addressee of received messages.
- Fax service fees are:
  - Transmission, \$1 for the first page, 25¢ for each subsequent page
  - 25¢ per page for a fax received
  - Overseas service is not available

### **INTERNET**

The library provides access to electronic information networks to support research, learning, and communication. To ensure a safe and lawful environment, the following activities are strictly prohibited:

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- Using electronic networks to harass, threaten, or intimidate others.
- Damaging or attempting to bypass the library's network security systems.
- Engaging in any activity that violates federal, state, or local laws, including but not limited to copyright infringement and unauthorized access to restricted information.
- Violating the privacy of other users by accessing, sharing, or misusing their personal information.
- Misrepresenting one's identity or using another person's credentials. Attempting to gain unauthorized access to files, passwords, or data belonging to others (hacking).
- Creating, distributing, or accessing sexually explicit or pornographic material in violation of applicable laws, including the Children's Internet Protection Act (CIPA) (47 U.S.C. § 254), which mandates filtering obscene and harmful content for minors.
- Viewing materials deemed obscene or offensive under local community standards, as defined by federal and state laws, including 18 U.S.C. § 1460-1470 (regulating obscene material distribution).

Violations of this policy will be addressed in accordance with the Library Conduct Policy. Staff reserve the right to take appropriate action, including restricting internet access and reporting illegal activity to law enforcement if necessary.

Because the Internet is not regulated by a single governing authority, the accuracy, completeness, and currency of online information cannot be guaranteed. Some content may be offensive or controversial. Users are responsible for evaluating the reliability, suitability, and acceptability of the information they access. Library staff do not monitor children's Internet use; it is the responsibility of parents or legal guardians to discuss appropriate usage and online safety with their children. Patrons are encouraged to critically assess online materials. The library is not liable for any damage or injury resulting from Internet use or related resources. Library computers and wireless access will automatically shut down 15 minutes before closing.

The library provides a wireless network for users with wireless electronic devices. This service should not be used as a permanent connection since wireless access is less secure than wired access. Signal strength may vary in the building. By choosing to use this free, wireless access, you agree to abide by this policy that prohibits abusive or illegal activity.

Most wireless, electronic devices will be compatible with the library's access points. However, the library cannot guarantee that a user's personal device hardware will work with the library's wireless network. If a user experiences a problem connecting to wireless access points, staff will verify that the library's wireless network is operational, but staff are not trained to configure or troubleshoot wireless electronic devices. Users with personal devices should refer to their owner's manual or other support services offered by their device manufacturer.

Users must comply with all local, state, and federal laws while using the Internet, including, but not limited to, those concerning copyright, fraud, privacy, or obscenity. Any illegal or illicit activity is forbidden and may result in your device being blocked.

### **Patron Assistance and Instruction**

Staff do not provide assistance or instruction and are not available to tutor patrons in the use of computer programs. It is expected that users will have knowledge of the basic operation of computers. The library may offer formal instruction at designated times. Books and guides on computers and technology usage are available.

### **COMPUTERS**

Computers are available for patrons' use upon agreeing to the following criteria at the time of registration. If under the age of 18, parental permission is requested and documented in their library record.

- Users must request permission at the front desk and check out a computer before use. A valid library card is required. Visitors will provide one form of identification. Computers will be assigned by the staff to one user at a time.
- Anyone may use the computers; however, those in kindergarten and younger must be accompanied and supervised by an adult.
- The user agrees to take proper care of all equipment, data storage media, manuals and other property that belongs to the library. When there is fault with any equipment or materials, the user will immediately report any difficulty or problem to the staff on duty.
- The user agrees to pay replacement costs of any equipment or materials lost or damaged as a result of negligence by the user, or failure to inform staff of malfunction.
- The user agrees to observe all copyright laws and not duplicate any computer program, documentation, audio or video provided by the library that is not in the public domain.
- The library will not be liable for damages in connection with, or arising from, the use of any equipment, program, or other library material.
- Only software owned by the library may be run on the computers. Patrons may use their personal flash/thumb drives. Private files may not be stored in the internal memory of the library computers.