



Antigo Public Library  
617 Clermont Street  
Antigo, WI 54409

715-623-3724  
[www.antigopl.org](http://www.antigopl.org)

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**Policy: Computer Use Policy**

**Approved: January 28, 2020**

**Mission Statement**

The Antigo Public Library (APL) is every person's gateway to an expanding world of information. APL is committed to providing the best in library service to the diverse community of Langlade County to meet their informational, recreational and educational needs. To achieve this goal, APL offers various resource formats and services to meet the community's needs, including public access to computers and internet.

APL does not monitor, has no control over, and does not accept responsibility for material on the internet. At their discretion, library users access the internet and are responsible for the results of their searches. Parents and guardians are responsible for their own minor children on the computers and the internet.

Patrons access the library computer hardware, software and documentation at their own risk. APL is not responsible for equipment malfunction, loss of data, any damages to the flash drives, data, personal information, personal accounts, etc. or electronic transactions of any type which are related to the public use of library computer resources or the internet.

**Antigo Public Library wishes to provide equitable computer access to all citizens. Please observe the following computer usage guidelines:**

- The library has installed software on its' internet computers which regulates the amount of time a patron may use a computer and which controls any printing from a computer.
- We ask that residents of Langlade County register for a library card.
- Patrons are required to log in to the public Internet computers using their library barcodes and PINs.
- If an adult forgets to bring their library card, the staff will make an exception and issue a guest pass to those who present a photo ID. Registered patrons who forget their library cards and request a guest pass more frequently than once a week will be denied.
- Visitors from out of the area will be allowed to use the adult public computers upon providing valid photo ID.
- Staff may issue guest passes in order to log in patrons under 13 to the children's area internet computers if a library card is not presented and parent is present, or if they have existing card with parental/ legal guardian permission.



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- Children need to sign up at the desk to use the Early Literacy Stations in the children's area. Patrons between the ages of 13 and 17 who wish to use the adult area internet computers must have their parents' or guardians' consent on file.
- Library users 13 and older must provide their library cards in order to use the library's adult internet computers.
- Computers in the children's area are intended for use by children age 12 and younger. Children 13 and older who do not have permission to use adult computers, and parents / guardians who have kids using the children's area computers that need help and/or have kids in the children's area who need supervision may use the computers as long as there is no waiting list.
- Library users with fines of \$5.00 or more will not be able to use the library's Internet computers in the adult area.
- Users may access the public internet computers one or more times each day for a total of two hours daily. However, if there is more demand than available computers, patrons will be asked to vacate the computer after one hour, enabling them to return later for another hour's use.
- Upon request, library staff will make an exception to the two-hour daily limit for school or business needs that require more time. Such a request should be made before logging onto a computer.
- All library computers and WiFi access will be turned off 15 minutes before closing.
- Printing is \$0.20 cents a page per side for black and white and \$1.00 dollar a page per side for color 8.5" x11". Other available paper sizes are \$0.40 extra. All printing must be paid at the desk.
- Laminating copies will be done for \$2.00 Per foot of laminate.
- Scanning to email is \$0.20 per page
- Faxing is \$2.50 for the first page, \$1.00 each additional. (There is a \$1.00 flat fee for filing unemployment and social services/ AVAIL paperwork)
- Some work stations are designated for online catalogs, genealogy, and electronic resource use only.
- APL staff is able to assist patrons on a limited basis. If further help is needed, patrons are encouraged to schedule an appointment with an APL staff member. APL is not liable for any equipment damage or loss of data that may occur in the course of any of these interactions.
- Any files saved on APL computers will be erased at the end of each day, or whenever the computer is restarted. Documents should be saved on a patron's personal flash drive or with an online service.
- The Antigo Public Library does not keep, share, or sell your information to third parties.

**Wireless Internet:**

This is a free service offered by the Antigo Library and its' branches.

- Wireless access is unfiltered and data you send or receive is not secure.



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- Library staff is unable to provide technical assistance in making wireless connections to devices.
- Wireless users are subject to the same responsibilities and limitations of the library's public access computers.
- Libraries reserve the right to end an individual's WiFi session when an individual's device use creates an inappropriate atmosphere.
- If prompted for an access code please the library staff.

The following are examples of unacceptable uses of the library's computers or wireless:

- Violation of copyright laws or software licensing agreements.
- Installing software programs on library computers.
- Attempting to crash, degrade performance or gain unauthorized access to APL's computer systems and networks or any other entity's computer systems and networks.
- Damaging equipment, software or data belonging to APL or other users.
- Harassment of other users or violation of their privacy.
- Transmitting threatening or harassing material.
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment.
- Libeling, slandering or maliciously offending others.
- Display of sexually explicit or pornographic materials.

Failure to comply with this policy or with library Patron Code of Conduct may result in restriction or termination of the user's library privileges and may result in prosecution under local, state or federal laws.

Illegal use of the computers also may be subject to prosecution by local, state or federal authorities.