



## Appendix A: Library Wireless Policies

### Marin County Free Library Wireless Policy\*

The Marin County Free Library provides wireless access to its network for public Internet use.

In accordance with the American Library Association *Library Bill of Rights*, the Marin County Free Library provides unrestricted access to the Internet at every Library site, including through its wireless networks, where available.

Library patrons are cautioned that the Library is a public area, which must be shared by Library users of all ages, backgrounds and sensibilities. Individuals are asked to consider this and to respect others when accessing information and images.

Wireless network users will not be able to use FTP (file transfer protocol), file share or outgoing SMTP (simple mail transfer protocol) on the wireless network.

Library patrons may not use the Library's wireless network to transmit or receive illegal (including harmful or obscene) or disruptive material. Library patrons are expected to respect intellectual property rights by making only authorized copies of copyrighted or licensed software or data residing on the Internet.

Violation of the Library's Wireless Policy or abuse of networking equipment may result in the denial of access to the wireless network in all MCFL branches.

Library staff may not be available to assist patrons using the wireless network. Please consult the reference librarian for information on available computer classes.

Wireless network users will not be able to use the Library's printers to print documents. To print, a patron must log onto one of our public use computers.

**WARNING: The Library is not liable for the consequences of wireless network use in any way, including the transmission of computer viruses, loss of data or email or any harm resulting from the use of an unsecured server.**

\* Approved by the Board of Supervisors July 27, 2004

Other policies affecting patron use of the Library and Library materials include: the (1) *Public Use Computer Policy*; (2) *Public Use Computer Policy FAQ* (further explains and clarifies the policy); (3) *Guidelines for Library Use*; (4) *Library Bill of Rights* (and associated interpretive documents); and (5) the Marin County Board of Supervisor's Resolution No. 2003-44 on the USA Patriot Act, which was passed on May 6, 2003.



## Thomas Branigan Memorial Library Wireless Access Policy

### A. Purpose

The City of Las Cruces provides free unfiltered wireless access in the Library for the public to use with their personal notebooks, laptops and other mobile devices. These access points are unsecured, unfiltered and may be accessible only during normal library hours. Use of this service inside the Library is governed by Thomas Branigan Memorial Library policies.

### B. Policy Statement

Any person connecting to wireless Internet access within Thomas Branigan Memorial Library must abide by the following guidelines:

1. Wireless connections are not secure. Cautious and informed wireless users should not transmit personal information (credit card numbers, passwords and any other sensitive information) while using any wireless “hot spot.” Please take appropriate precautions when using this service.
2. All wireless users should have up-to-date virus protection on their laptops or other wireless devices. The library is not responsible for any information that is compromised, or for any damage caused to hardware or software due to security issues.
3. All wireless users must use battery-powered electronic devices. Use of the Library’s electrical outlets is prohibited.
4. Wireless users requiring sound must use headphones so as to not disturb others.
5. Library printers are not available via the wireless connection.
6. Library staff can provide general handouts for connecting your device to the wireless network. Staff will not troubleshoot problems related to your wireless device or assist in making changes to your device’s network settings and/or hardware configuration. The Library does not guarantee that your device will work with the wireless access.
7. Responsible, ethical use of this resource includes the following:
  - Accessing educational, informational and legal recreational resources.
  - Respecting the privacy of others by not:
    - Attempting to modify or gain access to files, passwords or data belonging to others;
    - Introducing viruses;
    - Seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.

### C. Applicability

This policy applies to all persons within Thomas Branigan Memorial Library connecting to the Internet via the city wireless access point.

### D. Disclaimer

Use of the wireless network is entirely at the risk of the user. The library disclaims any and all liability for loss of confidential information or damages resulting from that loss, or any and all damages resulting from use of the wireless network.

### E. Responsibility

It is the responsibility of all persons using wireless Internet access to be familiar with this policy. It is further the responsibility of all Library staff to adhere to the policy as stated above.