

**OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE**

Name of Policy: **WIRELESS ACCESS POLICY**

Purpose: To establish guidelines for use by patrons of our wireless access connection available through the Ottumwa Public Library.

Procedure:

1. All applicable library rules, regulations and policies apply including, but not limited to, public computer use rules unless noted below.
2. Users do not need a library card to use the system. Regular library time limits do not apply to wireless access use.
3. Wireless users are advised to not transmit credit card information, passwords or any other sensitive personal information over the library's wireless network as the public wireless network is not secure. Anti-virus and security protection are the responsibility of the user.
4. The library is not responsible for any loss of data, or for theft or damage to personal equipment or software.
5. Printing is not available over the wireless network. Patrons may print from a library owned computer, and applicable printing fees will be charged.
6. Library staff cannot provide technical assistance to wireless users.
7. There is no guarantee that a wireless connection can be made or maintained.
8. The library reserves the right to terminate a wireless internet session at any time and will make access available during the hours of 6 am – 9 pm seven days per week.
9. Using the library's wireless signal to violate library policy or local, state, or federal laws will result in Wi-Fi privileges being revoked.

Date Revised: 12 July 2021

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Date revised: 10 August 2015

Date revised: 9 July 2012

Date revised: 9 May 2011

By: Ottumwa Public Library Board of Trustees