

## MEMORANDUM

To: Manitowoc Library Board of Trustees  
From: Karin Adams, Executive Director  
RE: Acceptable Use of Internet and Public Computers Policy  
Date: April 28, 2025

I worked with Karen Hansen, Public Services Manager, and Max John, Systems Administrator, to combine two outdated policies and create this new *Acceptable Use of Internet and Public Computers Policy*:

- Public Use of Computers, last updated 12/03/2008
- Internet Services Policy, last updated 07/23/2012

These two related policies were in need of updated language and it only made sense to combine them into one all-encompassing policy for public use of MPL's computer stations, Internet services, and WI-FI network. Additionally, the goal of this policy was to remain broad in scope, eliminating specifics of the old policies that detailed procedures. This will allow the policy to remain current and flexible through new, evolving technologies and/or the internal processes for handling those technologies.

City Attorney Eric Nycz also reviewed and agreed to the new Policy.