

**OWLSnet Network Connection Policy**  
Outagamie Waupaca Library System

**Policy**

Individuals shall be allowed to connect their personal computer devices to the OWLSnet network in member libraries that have been properly configured to allow such connections.

**Guidelines**

The following conditions must be met for an OWLSnet member library to allow patrons to connect their personal computer devices to the OWLSnet network:

1. The library must notify OWLS of its desire to begin providing network access to patrons. The notification must indicate whether the library wants to provide wireless access, cabled “plug-in” access, or both.
2. OWLS must provide appropriate hardware (e.g., a managed switch) and must segment the library’s local area network to include a staff segment, a library public computer segment, and a guest segment. Patron personal computer devices may only be connected to the guest segment of the library’s local area network.
3. OWLS and the member library must agree upon a plan for providing network access for patron personal computer devices. The plan must specify:
  - a. who will install any necessary cabling or wireless access points
  - b. how patron network access will be maintained
  - c. responsibility for any costs associated with the installation and maintenance of patron network access

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