OWLSnet Network Connection Policy
Outagamie Waupaca Library System

Policy

The local area network provided by OWLSnet to a member library is segmented into a staff segment, a library public computer segment, and a guest segment.

The OWLSnet Automation Agreements which establish each library's membership in OWLSnet state that libraries shall not inter-connect OWLSnet with any other network without the consent of OWLS. The agreements further state that libraries may attach only devices approved by OWLS to the staff and public computer segments of the network. This includes printers, payment kiosks, and similar networked devices.

Libraries shall not allow library staff, municipal staff, or telecommunication providers to connect, disconnect, or make changes to OWLSnet-provided data circuits, routers, and network switches without the express permission of OWLS.

Libraries shall not allow non-library organizations or individuals to connect to the library staff or public computer segments.

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

OWLS cannot guarantee the security of user data on the library guest network. Users should employ security measures on their personal devices, such as SSL or a private VPN, when transmitting potentially sensitive data over public networks.

If a single device is consuming enough bandwidth on the network that it is interfering with others' use of the network, OWLS reserves the right to block that device from the network,

Guidelines

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

1. The library must notify OWLS of its desire to begin providing network access to the public. The notification must indicate whether the library wants to provide wireless access, cabled 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 devices may only be connected to the guest segment of the library's local area network.

3. Libraries are responsible for internal network cabling and installation of wireless access points unless other arrangements have been agreed to by OWLS.

4. 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.

Adopted 10-16-03
Revised 8-17-06, 4-16-09, X-XX-2023