

## **North Liberty Community Library Internet/Personal Computer Policy**

### **INTERNET:**

The North Liberty Community Library (NLCL) has no control of the Internet and its resources, and assumes no responsibility for the quality, accuracy or currency of any Internet resource. A good information consumer should question the validity of information found on the Internet.

### **RESPONSIBILITIES OF USERS:**

- Internet resources accessible through the library are provided equally to ALL registered NLCL patrons. Please check in at the circulation desk each time you wish to use the Internet.
- Children have access to the same resources as adults. As in book selection, it is the library's policy that parents or legal guardians, not library staff, are responsible for deciding what resources are appropriate for their children.
- Parents are urged to read CHILD SAFETY ON THE INFORMATION HIGHWAY, which was jointly produced by the National Center for Missing and Exploited Children and the Interactive Services Association.
- Users may not incur any costs to the North Liberty Community Library through access to fee-for-service information providers, shopping online or any other Internet use.
- Users may not change the configuration of software or hardware on the Internet computers.

### **STAFF ASSISTANCE:**

- Staff will access the Internet for patrons.
- While we cannot provide in-depth training to each patron, staff may be able to answer basic questions or help you locate resources on the Internet. There are also Internet-related books circulating in the Library.
- Library staff will identify starting points on the Internet appropriate to the Library's mission and service goals.
- Staff will be happy to schedule training sessions at patron's request.

### **PRIORITY OF USE:**

- The Internet is available on a first come, first served basis. A patron is encouraged to call ahead to reserve time or see if a computer is available.
- Word processing and Internet for school, education or business will take priority over recreational use.

### **TIME LIMITS:**

- There is a time limit of 60 continuous minute per day on the Internet. It may be used up to 15 minutes before closing time (Word Processing may be used for longer periods). The Express Stations will have a time limit of 15 minutes.
- Please be conscientious of others waiting to use the computer.
- Patrons must sign in with staff (at Circulation Desk) before using the Internet. Registration will be done by patron numbers or a guest who is not a patron may present a photo ID and be registered with the word "guest" on the Internet Log to help maintain confidentiality. There will be NO personal names written on the sign-in sheet.

### **ETHICAL USE:**

- The Internet stations are located in a public area. Given the public setting, patrons are asked to respect the sensibilities of others when accessing potentially offensive information and images.

- Staff reserves the right to end a session if inappropriate material displays on the screen. Public Access stations and Internet may ONLY be used for legal purposes.

**EMAIL:**

- The Library does not offer e-mail accounts. Internet Relay, Chat and other protocols not supported by the browsers are NOT available.
- Staff will show patrons how to set up a private e-mail account upon request.

**PRINTING:**

- The printer is available for patron use at \$.10/printed page.

**DOWNLOADING:**

- Patrons must have their own storage devices in order to save files—both from the Internet and for word processing. Absolutely NO downloading to the Library's computers hard drives.
- **WARNING:** Software downloaded from the Internet may contain a virus and users should have virus-checking software on their personal computers. The NLCL is not responsible for damage to a patron's disk or computer, or for any loss of data, damage, or liability that may occur from patron use of the Library's Internet services.

**ISSUES OF SERIOUS CONCERN:**

- Violations of the Internet/Computer Policy will result in the suspension or loss of Internet/Computer privileges and may lead to financial responsibility.
- Illegal acts involving Library computers may also be subject to prosecution by local, state or federal authorities. It is against Iowa law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2).

**ACCEPTABLE WIRELESS ACCESS USE:**

- The Internet/Personal Computer Use Policy applies to all computer use in the Library.
- Unfiltered, wireless Internet access is provided free of charge to anyone using their personal laptop computer or device equipped with functioning wireless or wired network connection.
- This service will be provided only during the time the Library is open.
- Printing is not available on the wireless network.
- Users do not need to be a Library patron to use the system.
- Regular Library computer time limits do not apply to wireless access use.
- The Library assumes no responsibility for wireless users equipment or software and cannot guarantee the security of your files or transmissions.
- Library staff will not provide technical assistance to wireless users.
- Wireless Internet Access may not be used may not be used for unauthorized, illegal or unethical purposes. No one may send, receive or display text or graphics that may reasonably be construed as obscene or violent.

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