



# Internet & Computer Use Policy

revised June 2016

## Purpose

The Orange City Public Library provides free use of computers and access to the Internet to all users in good standing as part of its mission to help our patrons “find, evaluate and use information”. It is the individual user’s responsibility to demonstrate judgment, respect for others, and appropriate conduct while using Public Library resources. The purpose of the Computer and Internet Use Policy is to insure the best use of computers and access to the Internet by the greatest number of people.

## Policy

- Internet computers are available for use during the library’s normal business hours. Use must be completed 15 minutes prior to the library’s closing. The Internet may be unavailable due to unforeseen problems with hardware, software or telecommunications.
- The Internet is available for any user who visits the library. Access is on a first-come, first-served basis. Appointments are not accepted, but users are welcome to call ahead to check availability.
- Initial use will be limited to one hour. If no other users are waiting, use time may be extended for another hour at the discretion of the librarian on duty.
- Patrons using computers for research, job applications, or for work on lengthy documents may extend their time as needed. These patrons should inform staff prior to starting work so limits can be removed.
- Users are expected to have a basic knowledge of computer use and the Internet. Staff cannot provide in-depth training for users. Classes, training and an online tutorial are available for users not familiar with either the computer or the internet
- While respecting individual users’ right to privacy, Orange City Public Library staff reserves the right to monitor use of Internet workstations to ensure compliance with this policy. Staff may ask users to remove themselves from library equipment if observed behavior is in conflict with library policy.
- Any patron under 18 must have a library card to use the library’s public computers, and may access the internet. A parent’s signature on a child’s library card application is permission for their child to have access to the internet. Parents or guardians, not library staff, are responsible for internet information accessed by their children.
- The Library does not filter Internet content. Parents are advised to supervise their children’s Internet sessions.

- The Library is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.
- Use of the Library's Internet connection in an illegal, disruptive or destructive manner may result in the loss of Internet or library privileges.
- The Library is not responsible for any loss of data, damage to equipment, or personal liability that may occur from use of its Internet connection.

The Orange City Public Library does not monitor and has no control over the information available on the Internet. The Library cannot be responsible for its content. The Internet is an un-moderated global network with a highly diverse user population and library Internet users use it at their own risk.

Internet users should avoid disclosing personal information over the Internet to preserve their own personal safety. Minors should use caution in their use of social networking sites, e-mail, chat rooms, and other forms of direct electronic communications, as these forms of communication can expose minors to dangerous situations. Minors should never disclose personal information, such as name, school, address, and telephone number to strangers on the Internet. Library Internet users are prohibited by law from disclosing, using, or disseminating personal information about minors without written authorization of the parent or legal guardian of the minors involved.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

Iowa & federal laws make it illegal to download or purvey child pornography, purvey pornography to children, or to commit fraudulent acts using the Internet. Use of the internet to view or access obscene materials is prohibited.

Privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. Customers are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else.

Use of the Internet workstations is for LEGAL purposes only. Internet users may not use the library's computers to display obscene materials or child pornography as determined by State and Federal Law. Other illegal activities which are also prohibited include but are not limited to:

- software piracy
- degrading or disrupting equipment or system performance
- gaining unauthorized access to resources or entities
- invading the privacy of individuals
- engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment
- violation of copyright or licensing agreements

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the library expressly disclaims any liability or responsibility resulting from such use.

Violation of this computer use policy shall result in the loss of computer privileges and may lead to financial responsibility. Violations of the internet policy to view illegal or obscene materials will result in termination of library use and a referral to appropriate law enforcement. All other illegal use of the internet will be referred to law enforcement.

### **Wireless Internet Access**

The library provides free, unsecured, wireless Internet access for public use. The library does not provide technical support for privately owned personal wireless devices. Security for personal wireless devices rests solely with the owner of the wireless device. Personal use of the library's public wireless access is subject to the same policies regulating other types of public Internet access provided by the library. As with all library resources, the Library affirms the right and responsibility of parents/guardians, NOT Library staff, to determine and monitor their minor children's use of the Internet.

The library will not restrict access to the internet for minors with phones, laptops or tablets.

The library cannot guarantee a connection at all times and in all places in the library. The library takes no responsibility for lost data, etc. due to a lost connection. Library staff is not able to provide technical assistance.

Patrons must take responsibility for their own equipment. The Library assumes no responsibility for the safety, damage or theft of personal equipment, or for laptop configurations, security, or data files resulting from connection to the Library's network.

Misuse of the computers/ Internet/ wireless connection may result in the suspension or loss of privileges. The length of the suspension is at the discretion of the library staff. Minor and major violations will be subject to progressive punishment

Approved by the Orange City Library board October 2014