

Computer Use/Internet Policy

Internet access is available without charge to library patrons. The Internet is an unregulated source of information. The Internet offers access to many valuable local, national, and international sources of information. However, the Internet also contains information, which may be inaccurate, outdated, or personally offensive. The Slater Public Library does not limit access to materials. Patrons using the Library's computer and wireless connection should be aware of the following:

- A. Patrons who want to use the library's computers must sign in with their library card. Patron's who are new or visiting the library must present an ID to a staff member to receive a guest pass.
 - B. Patrons under 14 years of age, must have a library card unless accompanied by a parent or guardian.
 - C. Children 7 years old and under must be accompanied by an adult at the computer.
 - D. If the patron has an overdue fine of more than \$5.00, he or she will not be able to use the library computers until the fines are paid.
 - E. Users are limited to 30 minute sessions. Additional time will be granted at the librarian's discretion. Patrons using the computers for games will be under stricter time limits than those using the computers for homework, word processing, etc.
 - F. Computers are to be used on a first-come, first-serve basis.
 - G. No more than two patrons at a workstation at a time unless given permission by a staff member.
 - H. The computers will only be available to adults during programs.
 - I. Patrons must use headphones, which are available at the circulation desk.
 - J. Printing is \$.25 per page for black and white and \$.50 per page for color.
 - K. The library is not responsible for work or information lost due to computer or system malfunction.
 - L. Patrons will only be allowed to save files to a personal CD or flash drive. The library is not responsible for any damage to the customer's device.
 - M. The Slater Public Library cannot guarantee confidentiality over the Internet. Patrons entering personal information (credit card numbers, social security number, etc.) do so at their own risk.
 - N. Only parents and legal guardians have the right and responsibility to monitor and control their own minor children's access to the Internet and information obtained.
 - O. Legal Considerations:
 - a. Library connections will not be used for illegal or criminal purposes, including
 - i. Violation of Iowa State law, which makes it illegal to download or purvey child pornography, purvey pornography to children or commit fraudulent acts using the Internet.
 - ii. Violation of U.S. copyright law (title 17, U.S. Code) which prohibits the unauthorized reproduction of copyright materials, except as permitted by the principles of "fair use".
 - b. Library workstations are not to be used to gain unauthorized access to the Library's or any other organization's network or computer system.
 - P. The Slater Public Library disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems or any consequences thereof.
 - Q. The computers in the director's office, staff room, and circulation computer are for staff use only.
 - R. Patrons who behave inappropriately while using the computer will be denied access to the computer for a period of time to be determined by the librarian. (Also refer to the behavior policy.)
 - S. Iowa Law (Code of Iowa, Section 716A) prohibits damaging or destroying a computer, a computer program, software, operating system, or unauthorized access. Patrons are responsible for all damage to the equipment while they are signed in, and will pay all repair charges. Inappropriate use of a computer can be a felony.
 - T. All patron computers and microfilm equipment will be shut down 10 minutes before the library closes for the day.
- Upon the discretion of the Library Director, this policy may be overridden.

Approved 11/24/14