Computer/ Internet Use Policy

Purpose:

Providing access to electronic resources is an integral part of the library's commitment to adapt services based on changing technology and the needs of patrons. The Marengo Public Library offers access to the internet in response to advances in the technology and to the changing needs of the community. Computers and/or electronic devices at the library provide access to the catalog, the internet, Microsoft Office programs, children's programs, and a variety of reference databases. Patrons with laptop computers, tablets or cell phones may use the wireless access to the internet.

Choosing and Evaluating Sources:

The internet is a global electronic network that enables the library to provide information to patrons beyond the library's collection. The Marengo Public Library Staff has no control over the vast array on information on the internet. It is not possible to control the accuracy of the information, the availability of the links users would like to visit, or the materials some users might find offensive. Users need to be good information consumers, by questioning the validity of the information.

Confidentiality

 The library retains information relating to check-out of materials and use of library resources but does not retain browser history or personal information entered into websites or applications. Customer computer use and reservation records are not permanently retained. The library will not reveal the information sources or services individual users consult unless required by law or court order. (See Confidentiality Policy)

Respecting the Public Setting:

The computer/ internet stations are located in an area that is shared by patrons of all ages. Given the public setting, complete privacy cannot be assumed. Individuals are asked to consider this and respect the sensibilities of others by not accessing potentially offensive information and images.

The library will:

- locate the stations where they can be monitored for assistance and security
- manage stations in a manner consistent with the mission statement and all library policies.

Provide the user with:

- a policy orientation session
- assistance in using computer/ internet, as staff time and knowledge permits
- paper printing is $0.10 for black & white and $0.50 for color copies
- make computer stations available as equitably as possible
- first come, first served

- reserve the right to require a training session regarding operation.
- will not provide e-mail accounts nor allow chat-lines or news groups
- affirm the rights and responsibilities of parents/ guardians to monitor any restrictions of a child's access to the internet. Parents are encouraged to monitor any restrictions of a child's access to the internet. Parents are encourage to work with their children to develop rules for the use of the internet.

The user of a library computer/ internet station will:

- sign the library's computer/internet user agreement (or in the case of a patron under the age of 18, have a parent /guardian sign. NOTE: this will be signed in the library.
- check in with the staff at the front desk each time that they use the computer station.
- have no more than two (2) people at a workstation at any one time.
- be age 10 or over or be accompanied by a parent/guardian. attend the "Policy Orientation Session"
- comply with all state and federal laws, including but not limited to the laws of copyright, computer crime, and obscenity.
- use the computer station in the responsible manner that is legal, ethical, and consistent with the educational and informational purposes for which they provided.
- NOTE: the library reserves the right to provide exceptions for special programming needs.

The user of a library computer/ internet station will not:

- bookmark sites without permission of staff
- destroy or damage the equipment, software, or data belonging to the library
- violate computer systems security and/or systems configuration.
- receive or display text or graphics which may be reasonably constructed as indecent or obscene
- use sound or visuals that might be disruptive to others
- violate the copyright laws of the United States
- violate another user's privacy
- use personal software on library computers
- store personal files on library computers

Internet Functions Supported

Library workstations provide access to the internet. The library does not provide e-mail accounts. Patrons who wish to use web-based e-mail or internet chat are expected to make responsible use of these services and must register and maintain their own accounts without assistance from staff.

Wireless Internet Connection

Wireless Internet access is available throughout the library building to anyone who possesses the devices required to access the Internet via an unsecured network. It is strongly recommended that users do not use such networks to transmit personal, financial or legal information. Marengo Public Library Information Center provides no protection or guarantee of safety regarding

personal information or equipment. Wireless network users are responsible for configuring and operating their own equipment. Staff members are unable to assist with issues related to personal computers or devices. Due to insurance limitations and warranties, library staff is not permitted to configure users' laptops or tablets, and/or electronic devices or install any devices or software on personal computer devices.

Patron Assistance and Instruction

Information Desk staff will not provide in-depth software instruction or unscheduled one-on-one training relating to Internet use but may be able to offer searching suggestions and answer general questions. The Library cannot accept the liability of physically handling patrons' devices. Patrons must understand how to configure their own devices in order to access the library's wireless service.

Issues of Concern:

Violation of this computer policy will result in the loss of computer/internet 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 children may see it (Iowa Code, Chapter 728.2)

Policy Review:

The Marengo Public Library Board of Trustees and Librarian will regularly review this policy. Public notice will be made if any policy changes and the signers of this computer user agreement will be expected to abide by the terms of the updated policy.

Adopted- August 30, 2000

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