

COMPUTER USE & INTERNET ACCESS POLICY

The Mechanicsville Public Library is pleased to provide access to electronic resources via the Internet using our public access computers. Computers are available for public use during regular business hours, except during times of routine or emergency maintenance and occasionally during library programs. The purpose of providing public Internet access is to expose the public to the world of information available on the Internet and to provide equal access to that information for all individuals in the community.

Since the Internet is a global electronic network, the Mechanicsville Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet and its available resources may contain material of a controversial nature. The library will not censor access to material nor protect users from offensive information and is not responsible for the availability or accuracy of information accessed from remote network sites. However, in accordance with Iowa State Law, it is unlawful to display offensive material in a public place where children may be present: this includes pornography, offensive language, and acts of violence. Any user viewing such material will be asked to leave the computer area immediately. Misuse of the Internet may result in suspension or loss of computer privileges.

1. The following rules govern the use of the library computers:

- a. To access a computer, patrons need only ask at the circulation desk if they may use a computer. At this time, a library card is not needed to log-in.
- b. There is a 30-minute time limit for the Public Internet computers when others are waiting. When no one is waiting, additional time at the Public Internet workstations is allowed. However, if use of a computer results in disruption of library services or if behavior becomes inappropriate for a library setting, the Library reserves the right to end the session at any time.
- c. Color ink printing is available for 50¢ per page & black ink printing is available for 20¢ per page. ("*Page*" refers to a single side)
- d. A flash drive may be used to save information from a computer. The library is not responsible for any damage to flash drives when used in library computers. Although the library uses anti-virus software on its computers, absolute protection is not guaranteed. Software downloaded from the Internet may contain viruses. The library encourages the Internet user to install and use anti-virus software on his/her own computer and equipment.
- e. Individual software may not be installed or used to alter or attach equipment to the library's hardware or to attempt to bypass security features.
- f. Each user is responsible for complying with copyright law and adhering to software licensing agreements, as well as all local, state, and federal laws including, but not limited to, those concerning fraud, privacy, or obscenity.

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- g. Library staff may be able to help with basic computer use and startup procedures but may not be able to provide information on the use of each software program. If one has never used a computer or if one has specific questions about a software program, reference books and use guides are available.
- h. Misuse of the computer may result in suspension or loss of computer privileges.

2. The following rules govern access to the Internet from the library:

- a. Internet communications shall be considered private, and confidentiality will be encouraged within the limits of public environment, the technology of the equipment, and the requirements of law.
- b. The Internet user may encounter closed or restricted databases and resources for which the library accepts no responsibility:
 - i. The host computer has been "overloaded" by Internet visitors and has closed or limited access.
 - ii. The host computer is no longer maintained or has changed its address or Universal Resource Locator (URL).
 - iii. The database or computer is only accessible to users affiliated with a specific licensed organization.
- c. Mechanicsville Public Library's Internet connection may be temporarily closed for maintenance or due to technical difficulties.
- d. The library does not offer electronic mail (e-mail) accounts or access to chat rooms, news, or discussion groups. However, there are many Internet providers who offer free e-mail access.
- e. As is the case with other materials in the library's collection, any restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. The Mechanicsville Public Library cannot act as a censor or substitute parent. It is the responsibility of the parents to provide the oversight to ensure their children's use of the Internet in a safe and appropriate manner, including the proper use of expensive computer equipment.
- f. Violations of these rules may lead to the suspension or revocation of Internet access through the library.

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- g. Wireless access is available to the patrons of the Mechanicsville Public Library.
- h. Library staff is currently not equipped to assist patrons using the wireless network. Staff may provide some technical support if the staff member feels qualified to help, but they will not deal with patrons' personal computer equipment.
- i. Patrons are responsible for their own devices. The Mechanicsville Public Library is not responsible for damage to a patron's device if there is system failure in the library. Creating, storing, and using personal files is at the patron's risk and that the Library is not responsible for the loss of personal electronic documents, files, flash-drives, and SD cards.
- j. The library cannot guarantee a secure connection at all times and in all places.
- k. Our wireless connection is not filtered, and parents/guardians are responsible for their children's use of the internet.
- l. All library policies concerning legal and acceptable use of computers and the Internet, as well as library conduct policies, apply to patrons using our wireless service. No printing is available from the wireless network. You can save your documents to a flash-drive or cloud service and print them from our wired stations. The staff will do its best to make a computer available for printing if possible.

Adopted: July 27, 2000 | Revised: 4/25/07 | Revised: 4/27/11 | Revised: 9/6/17 | Revised: 6/3/20