

## Computer Use Policy

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It is the intention of the Grimes Public Library to provide a safe online environment for patrons using our public computers. Please be aware that we are unable to guarantee the privacy, confidentiality or safety of personal bank accounts, id number/passwords, financial accounts, etc. while using our public computers. Patrons would use caution when using public Internet computers.

### **Accessing workstations:**

Before using any computer, users must sign in at the Circulation desk with either a valid Grimes Public Library card (fines must be less than \$4.00 and the card must not be expired), or a photo identification verifying birth date.

All computers have Microsoft Office Suite and Microsoft Internet Explorer. Computers may be used for a one hour time period. If, at the end of that time, no one is scheduled to use the computer, the current user may continue until the computer is needed.

Computer users are limited to 4 hours total per day.

No more than 2 people will be permitted at a workstation at a time.

Only library staff will shut down public use computers.

Do not make any attempt to alter or damage computer hardware or software.

The library staff reserves the right to terminate a person's use of the computer for any reason.

Children in the 2<sup>nd</sup> grade and younger must be accompanied by an adult 14 years or older to use the computers.

Children's computers are available to those in 2<sup>nd</sup> grade and younger who are capable of using the computer in an appropriate manner.

**Programs:**

Only library software may be used. Library computers have the Microsoft Office Suite and Internet Explorer.

Information may not be saved/downloaded to the library's computers. Users must use a portable storage device to save information. USB flash drives are available for purchase at the reference desk.

Also, files may be downloaded onto the patron's portable storage device.

The library uses virus checking software; however, this is not a guarantee of complete virus protection.

**Printing:**

All printing (including that from the Internet and library software programs) is 10¢ per side, black and white and \$1.00 per side for color, regardless of who provides the materials.

Printing must be completed within one's allotted time period and 15 minutes prior to library closing time.

Users must pay for all pages released from the printer regardless of content.

Unclaimed printing will be added to your account as a Patron fine if not claimed and/or paid for.

**Behavioral guidelines:**

Resources are not to be used for illegal purposes.

All users must respect the rights of others. Interference with other computer users will not be tolerated.

Cell phone use at public Internet computers is allowed as long as you are using an appropriate library voice and not bothering other patrons. We do ask ringers be set to vibrate while in the library.

Changes must not be made to the setup or configuration of the software, hardware or printers.

Users are not permitted to unplug network connections, install, delete or modify library hardware or software.

Misuse of the computers or Internet will result in loss of privileges. Anyone abusing the computers or printers will be charged repair or replacement costs, whichever is lesser and may result in legal action.

Failure to follow the behavioral guidelines above may result in the loss of computer and Internet privileges at the library.

**Staff assistance:**

Library staff will attempt to answer basic computer questions or assist users with finding information on the Internet. More in-depth computer training on the use of our computers is provided through individually scheduled computer classes. If interested, please consult with the employee at the circulation desk. You will then be contacted by a librarian to set this up.

**Legal Consideration:**

Activities that violate local, state or federal statutes are prohibited.

In accordance with U.S. Copyright law (Title 17, U.S. Code) users may not copy or distribute electronic material without the explicit permission of the copyright holder. Responsibility for consequences of copyright infringement lies with the user.

The Grimes Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems or any consequences thereof.

**Internet:**

The library assumed no responsibility for any damages, direct or indirect, arising from the library's connection to the Internet.

Staff will assist library users in getting started on the Internet and offer suggestions for effective searching as time permits.

The library makes no guarantee, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information on the Internet is accurate, current or complete. Therefore, users are encouraged to evaluate the validity of information accessed.

Since the Internet access computers are located in public areas which must be shared by library users of all ages, background and sensibilities, the library staff reserves the right to ask individuals to discontinue the display of information and images which violate this computer use policy. Internet access computers will not be used for unauthorized or illegal purposes.

No one may send, receive or display text or graphics, which may reasonably be construed as obscene. The authority to determine what is illegal (obscene) content rests with the Polk County Attorney or the Iowa Attorney General (SEC.728.6, Code of Iowa).

Individuals may not harass, libel, or slander others, misrepresent oneself as another user, or plagiarize copyrighted information on the Internet.

**User responsibilities:**

User shall obey all local, state and federal laws.

Users shall treat library staff, library computers and Internet access in a responsible manner to help preserve the availability of such services.

Users shall obey the library's policies and procedures.

Users must use their own library barcode or photo identification to access the library's computers. Use of others identification or library card will result in these items being kept by the library and attempted to return to the owner or authorities if needed.

**The library:**

The library affirms the right and responsibility of a parent or guardian to determine and monitor their child's and only their child's use of library materials and resources. Internet access for those 17 and under is possible by parent or guardian permission given at the time the library card is issued.

The library does not serve as an Internet Service Provider (ISP) but serves as an Internet access point. The library cannot guarantee a connection to the Internet and/or a specific site.

**Computer systems:**

Breach of the system's security is defined as tampering with the password, icons, introduction of viruses, hacking, etc. Such activities will result in the loss of computer and Internet privileges at the library and may result in legal action.

Saving or downloading files to the network is prohibited.

By using the Grimes Public Library's computers, you have agreed to this policy.

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