

Computer Use Policy

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 should use caution when using public Internet computers.

Accessing workstations:

Before using any computer, users must present staff at the Circulation desk with either a valid Grimes Public Library card or a photo identification.

The Grimes Public Library holds the position that only the parents and legal guardians have the right and responsibility to monitor and control their own minor children's access to the Internet and to information obtained from the Internet.

All computers have Microsoft Office and Internet browser software. 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, up to 4 hours per day.

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 under the age of 9 must be accompanied by a responsible child care provider (as defined in the *Unattended Child policy*) to use the computers.

The Children's early literacy (AWE) computers are available on a first come first serve basis. They are not connected to the Internet.

Programs:

Only installed software may be used. Library computers have the Microsoft Office and various Internet browsers.

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 circulation desk.

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

Printing:

See the Fax, Copy & Print policy for current cost of printing.

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. If you have a question on printing, please ask first.

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 are not bothering other patrons. We do ask ringers be set to vibrate while in the library.

Changes cannot 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 in any way.

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

Failure to follow these behavioral guidelines along with the patron behavior policy may result in the loss of computer and Internet privileges at the library as well as the right to enter use 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. These times are limited to staff availability.

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 assumes 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.

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.

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.

Updated by the Grimes Public Library Board of Trustees

Reviewed April 2011

Reviewed January 2013

Reviewed May 2015

Reviewed September 2015