

09. GRIMES PUBLIC LIBRARY COMPUTER & INTERNET USE POLICY

The Grimes Public Library is pleased to provide access to electronic resources via the Internet through the use of our public access computers. Computers are available for public use during regular business hours, except during times of routine or emergency maintenance. 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.

The Grimes Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content nor are we able to guarantee the privacy, confidentiality, or safety of personal and financial accounts, ID numbers/passwords while accessing the Internet through the Grimes Public Library. The Internet and its available resources may contain material of a controversial nature.

Access & Using Workstations:

Patrons can log in to any public computer station using their Grimes Public Library card number. Users without a library card may stop at the Circulation Desk to sign up for a library card or receive a guest pass.

Digital access cards can be issued by the Assistant Director or the Director.

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 in 15 minute increments. Computers will automatically shut down 10 minutes before closing. All printing and usage must be paid for and completed before the computers shut down.

For printing, scanning, and faxing fees refer to the *Fee Schedule*.

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

The Children's Early Literacy (AWE) computers are available on a first come first serve basis. They are not connected to the Internet. The Playaway Launchpad tablets and iPads are connected to the Internet are for in-house use only.

Only library staff may shut down public access stations.

User Responsibilities:

Portable devices that are using our wireless Internet are subject to this policy.

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.

Users shall adhere to and follow the library's policies.

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.

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Misuse of the computer may result in suspension or loss of computer privileges.

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 Grimes Public Library cannot act as a censor. 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 computer equipment.

Programs, Software, & Downloads:

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.

Users may not save anything to the hard drive of the computer. The library's software will reset user's settings after each session. Patrons should not assume that changes to the computer or files they have saved to the computer have been kept after their session has ended.

Individual software may not be installed nor can setup or configuration of hardware be changed or modified.

Internet:

Grimes Public Library's Internet connection may be temporarily closed down for maintenance or due to technical difficulties.

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 staff deem inappropriate for public viewing. 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).

Violations of library policies may lead to the suspension or revocation of Internet access through the library.

Approved by the Grimes Public Library Board of Trustees: 04/11; 01/13; 05/15; 09/15; 09/16; 09/18