Fort Madison Public Library
Computer and Internet Policy

<u>Policy</u>
Computers at the library provide access to the Internet, Office programs, children's programs, and reference databases. Wireless access to the Internet is also available. Users should be aware that not all sources on the Internet provide accurate, complete, or current information, patrons are urged to carefully evaluate the source of information obtained from the Internet.

All users of the library's wireless access to the Internet must abide by this policy as well. The Fort Madison Public Library's Computer Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies. **The Library reserves the right to end an Internet session at any time, at our sole and uncontrolled discretion.**

Internet Safety Policy
It is a violation of the policy of the Fort Madison Public Library to: (a)access or transmit inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) gain unauthorized access and/or participate in unlawful online activity; and (c) disclose use, or disseminate of personal identification information of minors.

Access to Inappropriate Material
To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage
To the extent practical, steps shall be taken to promote the safety and security of users of the Fort Madison Public Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring
Material is available on the Internet that parents may feel is inappropriate for their children. Parents and guardians are encouraged to supervise their children's Internet sessions. It is assumed that persons under 18 using wireless access to the Internet have parental permission by virtue of their possessing a wireless device.

Computers are visible to library employees and they have the right to end an Internet session at any time, at our sole and uncontrolled discretion in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the library director or designated representatives.

<u>Procedures</u>
Computer Use Procedures
Computer use is limited to library card holders in good standing. Computer use will not be permitted to library card holders who are on stop service due to fines, fees or long overdue materials. Children under the age of 18 must have a parental permission slip on file for Internet use in the Library.

Patrons may use computers for an initial session of at least sixty (60) minutes which can be extended by thirty (30) minute increments up to a maximum of one hundred and twenty (120) minutes per day. Depending on computer availability, patrons may have multiple sessions per day.

The workstations can be limited to one user at a time, except for special circumstances such as parental supervision of children's use and approved tutoring sessions.

Printing
Patrons who wish to print can purchase and pick up print-outs at the Circulation Desk. Black and white laser prints are $.10/ea. Color is currently unavailable.

Assistance
In-depth software instruction or one-on-one training is available by scheduling an appointment for instruction. Without a scheduled appointment, staff will only be able to offer limited searching suggestions and answer general questions.

The library is not be liable for handling patrons' computers. Patrons must understand how to configure their own computers in order to access the library' wireless service. Library employees may offer suggestions but will not touch patrons computing devices.

Software and Saving
Patrons may not load their own software without library permission, or save documents to the hard drive permanently. Patrons wanting to save data should bring their own external storage device, such as a CD or USB storage device. The library does have an external floppy drive that can be checked out at the circulation desk.

Unlawful Use of Internet
The library's Internet connection and wireless service may be used only for lawful purposes. Transmission of material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material. Internet users agree to indemnify and hold harmless the Fort Madison Public Library from any claims resulting from their use of the service, which damaged the user or another party.

Library Responsibility
The Library is not responsible for lost data and does not guarantee any supplied program. Users will be held financially responsible for any damage or alteration to equipment or software. **Misuse of any equipment, or failure to follow any of these guidelines, including failure to abide by time limits, will result in a loss of Internet privileges.** The library shall not be liable for any risk taken by the patron who chooses to connect their own device to the library's wireless service.

Adopted by the Fort Madison Public Library Board of Trustees on February 24, 2006. Rev. 4/20/06. Rev. 4/19/2007. Rev. 10/18/2007. Rev. 12/20/2007. Rev. 9/18/2008. Rev. 4/16/2009. Rev. 1/20/11. Rev. 7/21/11. Rev. 1/19/12. Rev. 6/19/14. Rev. 10/15/2015. Rev. 7/19/2018