

Robert W. Barlow Memorial Library Computer and Internet Use Policy

The Barlow Memorial Library is providing free access to our public computers and internet service as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Computer and Internet Use policy to ensure appropriate and effective use of this resource.

Guidelines:

Access to the public computers and internet is available to all patrons; however, each adult computer user must show either a Barlow library card or government issued photo ID card to library staff before signing up for computer use. If patrons do not register they may be asked to leave computer for another patron who is waiting and has signed in. The first patron can sign up but must wait their turn. This service may be restricted at any time for use not consistent with the policy and guidelines.

Computer use is offered in sixty (60) minute sessions on a first-come, first-serve basis; each user is allowed one session in a 24 hour period, a second session is allowed only if the computer is not in demand; but once having had the service for 60 minutes the user must abandon use of the computer if another patron requests use of the service.

Library patrons with fines totaling \$5.00 or more, including fines of any minor listed under *responsible for* and other household family members, may not use the library's computers until the fine(s) are paid.

WiFi is available for free throughout the building on the "Barlow Library Guest" network. WiFi is available from 8:00am until 8:00pm each day.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's internet service.

The use of the internet and e-mail is not guaranteed to be private.

Users may use the internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service that will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.

Users agree not to incur any costs for the library through their use of the internet service.

Users will not create and/or distribute computer viruses using the public computers.

Users will not deliberately or willfully cause damage to computer equipment, programs, or parameters.

Internet use for Children:

Parents/guardians must assume responsibility for their children's use of the library's computer and internet service. As is the case with other materials in the library's collection, any restriction of a child's access to the computers or internet is the responsibility of the parent or legal guardian. The Barlow 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 computers and internet in a safe and appropriate manner, including the proper use of expensive computer equipment.

Children up to age 12 will be directed to the children's computer area for use. Teen computers are for children 13-17. Teen computers may be used by adults until a teen requests use of a computer.

Each child is guaranteed one hour of computer time per day. A second session is allowed only if the computer is not in demand; but once having had the service for 60 minutes the user must abandon use of the computer if another child requests use of the service. The library staff will monitor the sign up of children on the computers, deciding upon the order of use.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. This includes the illegal downloading of copyrighted materials. The user will be held responsible for his/her actions using the internet. Users are expected to abide by the library policies below that include generally accepted rules of network etiquette. Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use the computers or internet for illegal purposes. Unacceptable uses of the service will result in the suspension or revocation of computer and internet use privileges.

Warnings:

The Internet is a decentralized, unmoderated global network; the Robert W. Barlow Memorial Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the internet. The Library does not provide filtering software on any of our public access computers. Staff may, however, ask patrons to refrain from printing or displaying certain content on screens open to public sight in order to insure the secure and comfortable environment of the library.

**Violations of the computer use policy may result in loss of computer privileges and may lead to financial responsibility. Illegal acts involving library computers may also be subject to prosecution by local, state, or federal authorities. It is against the law in Iowa to download or provide child pornography, or display pornography where children may see it. (Iowa Code, chapter 728.2)

Reviewed & Approved by Board of Trustees: 12/07/09, 05/07/12, 05/02/16, 9/10/18