

## PUBLIC ACCESS INTERNET POLICY

### **Purpose**

The Internet allows the Elkader Public Library to provide the community with access to global information, ideas, and discussion within the guidelines of the library's mission statement and materials selection policy.

### **Responsibilities of the Library**

The library:

- provides high-speed Internet access but can make no guarantees of uninterrupted service.
- cannot guarantee the accuracy or authenticity of information accessed through the Internet.
- assumes no responsibility for a patron's activities on the internet.
- accepts no responsibility for damage to a patron's computer or other devices or for the loss of any data that may occur from using the library's computers.
- affirms the right of every individual to have access to constitutionally protected material. At the same time, the library is a public space shared by patrons of all ages, backgrounds, and sensibilities. The library reserves the right to ask patrons to discontinue the display of information and images which cause a disruption.
- cannot guarantee confidentiality over the Internet. Patrons entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk.

### **Responsibility of Patrons**

- As with other library materials, the library affirms the parents' or guardians' right and responsibility to guide, determine, and monitor their childrens' use of the Internet. Library staff assumes that those under age 18 have parental permission to use library resources, including the Internet, unless notified otherwise by the parent or guardian.
- Patrons must have completed the second grade and have their own library cards in order to use the Internet and library computers.
- Patrons are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else.
- Absolute privacy in using the Internet in the library cannot be guaranteed.
- The Code of Conduct Policy applies to the behavior of patrons using the Internet.

## **Computer use**

- Computers are checked out using the patron's library card. Only two persons may use one Internet terminal at one time. Both must be in good standing.
- Non-resident adults may use the computers without applying for a library card. Non-resident juveniles must have an adult with them at all times to monitor their computer use.
- Computers may be used, initially, for 1/2 hour. The patron can continue using the computer unless another patron is waiting to use the computer.
- A printer is available for patron use at a fee
  - Black - \$.25 per page per side.
  - Color - \$.50-\$1.00 per page per side.
- Misuse of a computer will result in the loss of computer privileges.
  - First offense : 3 months
  - Second offense: 1 year

## **Filtering**

Filtering software is installed on library computer workstations to block access to material that might be deemed objectionable. Given the nature of how information and sites become accessible through the Internet, the Elkader Public Library cannot and does not guarantee that the filtering software will block all sexually explicit material or any other material that some patrons may find objectionable.

## **Internet Safety Policy**

The Internet Safety Policy for patrons under the age of 17 is required by law. The law is known as the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) and went into effect on April 20<sup>th</sup>, 2001

Individuals covered by this policy may not divulge their name, age, address, location, or other personal information regarding themselves or any other persons, while using electronic mail, chat rooms, or other forms of direct electronic communications while using the computers at the Elkader Public Library.

It is prohibited to use the library computers or network for any illegal, criminal, or unethical purpose. It is the responsibility of the user to respect copyright laws and licensing agreements.

Violation of library guidelines or misuse of the Internet access will result in loss of computer privileges, and a report may be made to law enforcement officials. Illegal acts involving library computers may also be subject or prosecution by local, state, or federal authorities. It is against Iowa law to download or provide child pornography, or to display pornography, where it may be seen by children. (Iowa Code 728.2). The alleged violator would have the right to appeal to the board under extenuating circumstances.

### Separability Clause:

If any one section of these policies, rules, or procedures is found to be invalid, the other sections of the policies, rules and procedures will not be invalidated.

**Confidentiality**

It is the library's practice not to maintain a history of our patrons' computer use. The library will not retrieve any information, including web sites visited, passwords or credit card numbers, or any other information a patron has entered.

**Wireless Access**

(See **Wireless Internet Access Policy**)

**Staff Assistance**

Patrons are expected to have a basic knowledge of computer use and the Internet. Staff cannot provide extensive assistance due to time constraints but will answer basic questions about Internet use or help locate resources.

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