

# IDA GROVE PUBLIC LIBRARY

## Computer and Technology Use Policy

### Policy

The Ida Grove Public Library, its board of trustees and staff, is committed to providing patrons with informational, educational, cultural, and recreational resources in a free and accessible manner. To pursue this mission, the library seeks to expand individual access to information through the use of current technologies, such as public access computer stations, hardwired and wireless internet access, online research databases, computer applications, and printing. These technologies enable the library to provide global ideas beyond the limits of its collection.

### Policy Statements

The following applies to the use of all available technology, including internet access (both hardwired and wireless), at the Ida Grove Public Library:

- The library board of trustees and staff of Ida Grove Public Library support the American Library Association's *Library Bill of Rights* and all of its interpretations, including *Access to Electronic Information, Services, and Networks*. The Library supports access to information on all subjects that serve the needs or interests of each user.
- Currently, the American Library Association does not endorse using internet filters in public libraries because they block access to information that is legal and useful, and because they cannot distinguish between protected and unprotected speech. Filters are not installed on any computer at the Ida Grove Public Library, including those in the children's room.
- As an information resource, the internet is not within the scope of the library's Material Selection and Collection Management Policy. Therefore, the library is unable to assume responsibility for the quality of information accessed through the internet. Parents or guardians, not the library, are responsible for the information selected and/or accessed by their children.

### Acceptable Use

The freedom to access information is a fundamental right; the use of library equipment is a privilege. Users shall respect the rights of other computer users, library patrons, and staff, in keeping with the library's behavior code. This includes the use of personal devices that use the wireless capacity of the library. Users shall respect the policies, rights, and conventions of all the organizations and individuals who use the internet.

### Unacceptable Use

Unacceptable use, misuse, or abuse of available technology resources, including the internet, will result in immediate suspension of privileges. Unacceptable uses include but are not limited to the following:

- Use of the resources for any purpose that violates federal, state, or local laws.
- Harassment, libeling, or slandering others.
- Destruction of, or damage to, equipment, software, or data belonging to the library or other users; including attempting to alter software configurations or software components.
- Disruption or unauthorized monitoring of electronic communications, including excessive use of the library's internet capacity.
- Attempting to modify or gain access to files, passwords, or data belonging to others.
- Propagation of computer viruses.
- Infringement upon the rights and privacy of others.
- Unauthorized use of computer accounts or access codes

- Unauthorized copying of copy-right protected materials.
- Unauthorized disclosure, use, or dissemination of personal information regarding minors.
- Unauthorized downloading of external applications to the hard drive of the public access computers.
- Deliberately accessing materials that are deemed potentially offensive to other patrons.
- More than two patrons on one computer station.
- Intentional interference with or circumvention of the normal operation of library technology.

### **Offensive Material**

Although the freedom to access information is a fundamental right, library users must exercise that right responsibly by respecting the rights of others. The library will not censor access to the internet. Nevertheless, as a department of the City of Ida Grove, the library is committed to providing an environment free from harassment. Display of sexually explicit graphics or otherwise offensive material is inappropriate for an open public environment and is prohibited. Although the library takes harassment violations very seriously, there will be no supervision by the library of what is accessed via the library's public access computers. This responsibility falls to library patrons.

### **Requirements for Use**

1. Sign up at the library circulation desk is required. You must check-in with library staff before using the library equipment.
2. Patrons are expected to have prior computer knowledge. Instruction on information retrieval from library databases is available; however, assistance with other computer uses is not. Individual instruction on computer use is not obligated by library personnel.
3. Printing charges apply to all copies made on library equipment. Payment is made at the circulation desk.
4. Parents or legal guardians of children under the age of 16 assume responsibility for their children's use of the internet through the library's connection.
5. Children six years of age and under must be in the immediate presence of a parent or other responsible caregiver over the age of 12.
6. Public Access Computers located in the children's library are to be used by children under the age of sixteen. Anyone sixteen years of age and older may use the children's library computers only if accompanied by a child.
7. There is a limit of one (1) hour at all adult workstations unless others are not waiting. There is a limit of two (2) hours per day per patron at the workstation, exceptions may only be made by library personnel for patrons who request extended time to perform research or test, as deemed appropriate.
8. There is a limit of thirty (30) minutes at all children's workstations unless others are not waiting. There is a limit of two (2) hours per day per patron at the children's workstation.
9. The AWE Early Literacy Station in the children's library is for children ages 3-7 only. Children must be supervised by a parent/caregiver at all times.
10. All public access computer use will be during regular library hours and subject to the equipment being in working order.

### **Children and the Internet**

A public library, unlike a school, does not serve in loco parentis (in place of a parent). Librarians cannot act in the place of a parent in providing constant supervision of children as they explore the internet. The responsibility for what minors view and access on the Internet rests with parents or guardians. Parents

are advised, but not required, to accompany children using the internet at the library, to monitor the content of the information to which their children are exposed.

### **Privacy**

While the library cannot guarantee the privacy of data or computer usage of the public access computers, it considers such privacy to be extremely important. The library follows best practices to secure the network and its computers and to ensure that search histories are erased between computer sessions. The library does not retain computer reservation/use records beyond one day. It is also clearly stated in this policy that infringement upon the rights and privacy of others is an unacceptable use of these resources.

### **Consequences**

Public access computers, internet services, and other technologies provided by the library for patron usage are expected to be used acceptably at all times. Unacceptable use, misuse, or abuse of library technology or equipment may result in the following:

- Suspension of computer use privileges, determined on a case by case basis at the discretion of the library. (All other library policies also apply).
- Charges to patrons for damage or destruction of library property
- Illegal use may be subject to prosecution by local, state, or federal authorities.