

Internet and Computer Use Policy

Glidden Public Library

Board Approval: March 7, 2023

Reviewed February 6, 2024

The Glidden Public Library offers access to computers and the Internet to support its mission to provide diverse resources for lifelong learning. All users of electronic information resources, such as the Internet, are expected to use these resources in a responsible manner consistent with the educational and informational purposes for which they are provided. The following guidelines are to be observed.

1. The Internet and Computer Usage Policy will be posted by the computers and are available by request from the Library Staff.
2. Library Staff will document times patrons use the computers when they start and sign out when they finish.
3. The Glidden Public Library does not monitor and has no control over the information accessed through the Internet and cannot be responsible for its content. All users and the parents/guardians are advised that access to the Internet may include the potential for access to disturbing information and images. Customers are urged to respect the sensibilities of others when accessing information that may be reasonably offensive to someone else.
4. Each patron may use a computer for 60 minutes. If no one is waiting, the user can continue to work.
5. Computer time is on a first come, first served basis. No reservations for computer time is allowed.
6. A maximum of 2 persons may use the same computer at one time. The librarian reserves the right to remove anyone who blocks space in the computer area.
7. The Glidden Public Library assumes no responsibility or liability for the use of the Internet by anyone. All responsibility for a child under the age of 18 using the internet rests with the parents or guardian or caregiver to determine what is appropriate for their child only. The Library does not act in place or in absence of the parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of the internet. In addition, the library accepts no responsibility for information on screens that may be inadvertently viewed by others.
8. The library's Internet access may not be used to send, receive, or view illegal sites such as, but not limited to child pornography. Iowa law makes it illegal to download and supply pornography to minors. Re: Iowa Code 782.2 dissemination or exhibition of obscene material to a minor, including the exhibition of obscene material so that it can be observed by a minor on or

off the premises where it is displayed, is guilty of a public offense and shall upon conviction be guilty of a public offense and shall upon conviction be guilty of a serious misdemeanor.

9. Video games are allowed in the library however, video arcade behavior is not. Video arcade behavior includes banter/dialog, narrating, commanding, vulgar or abusive language, abrupt noise/movement, and any other disturbance that distracts the library staff or patrons.

10. Patrons may not use audible devices without headphones, or with headphones set at a volume that disturbs others.

11. Patrons are expected to be knowledgeable in basic computer operations. Library staff may not be available to offer individualized instruction.

12. No food or drink is allowed in the library.

13. Patrons are responsible for all copyright laws.

14. WARNING: Documents downloaded from the internet may contain a computer virus. The Glidden Public Library is not responsible for damage to a computer user's work, supplies, or data source that may occur from the use of the library's computer.

15. Misuse or abuse of the computer or internet access will result in suspension or termination of library computer privileges. Misuse includes, but is not limited to, abusive language or pictures displaying hate or violence related sites or pornography, video arcade behavior, software piracy, unauthorized use, attempts to learn or use the passwords of other users, or destruction or alteration of data belonging to other users.

16. Exceptions to these rules may be authorized only by the Library Director.

17. Violation of this policy will result as follows: 1st offensive= Warning/Leave building. Second offense will result in suspension of library privileges for up to 6 months or whatever the librarian deems appropriate. For severe offensives, the library staff includes the right for permanent termination of computer use.

Free Wireless Internet Access

The Glidden Public Library provides unfiltered, wireless Internet access free of charge for anyone using their own laptop or device equipped with a functioning wireless network connection.

1. The library provides this service but does not guarantee compatibility with all wireless equipped devices.

2. The staff will not handle patrons' computers and patrons must understand how to configure their own devices to access the wireless connection.

3. The library assumes no responsibility for the patron's equipment, software, files or transmissions.
4. The library will not monitor the use of its wireless service by patrons; however the rules governing obscene and pornographic display apply. Failure to comply will be subject to the same rules as the public access computers in the library.
5. The library reserves the right to end any Internet session at any time.

This policy has been created based on the past use of library resources and experiences at other libraries, as well as sources supplied by the Regional and State Libraries. Changes may need to be made and the public will be made aware of them. The individual user is responsible for staying aware of the library policies and procedures as posted.

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