

## **ESTHERVILLE PUBLIC LIBRARY PUBLIC USE COMPUTERS GUIDELINES**

Those who utilize the Estherville Public Library's public access Internet stations agree not to: (a) access or transmit inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) take part in unauthorized access and other unlawful online activity; and (c) participate in unauthorized online disclosure, use, or dissemination of personal identification information of minors. It is the user's responsibility to evaluate the quality of information accessed. Users have the right to contact the original producers or distributors of any information found to be inaccurate or offensive. The Estherville Public Library is not responsible for information found by library users on the Internet.

### **GENERAL POLICY**

Patrons who use the library's Internet access computer must conform to these guidelines.

1. The Internet computers are available on a first come first serve basis. The user must sign in with a valid library card to comply with library statistics-keeping practices.
2. Computer 7 is designated for Handicapped usage. Users on this computer should be aware that if it is needed by a handicapped person, they will be asked to move to a different station.
3. When other users are waiting, those who have been at a station over an hour may be asked to sign off.
4. It is recommended that only one person use an Internet station at a time. Exceptions to the rule may be approved by the staff person at the circulation desk. Children may be accompanied by a parent or guardian.
5. It is the user's responsibility to know how to use Internet. Staff time for assistance is limited.
6. Copies are \$.10 for black and white copies and \$.20 for color. The printers on the main level are networked to the copy machine on main level. Computers in children's department are networked to the copy machine by the children's circulation desk.
7. Reservations for use may be made in advance but the user must arrive no later than fifteen minutes of their reservation.
8. There may be times when Internet will be inoperable if there are too many Internet users on the host service or if there are technical difficulties. These circumstances are beyond library control.
9. The library does not provide e-mail accounts through the library's Internet service provider.

### **INAPPROPRIATE INTERNET USAGE**

Among the uses that are considered unacceptable and which constitute a violation of this policy are:

1. Uses that: violate the law or encourage others to violate the law; transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the law; view, transmit or download pornographic materials or materials that encourage others to violate the law; and download or transmit confidential, trade secret information, or copyrighted materials. (Even if materials are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.)
2. Uses that cause harm to others or damage to their property; engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing someone other than you is communicating or otherwise using his/her access to the network of the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

## **SUPERVISION AND MONITERING**

Since the Internet access computers are located in public areas which must be shared by library users of all ages, backgrounds and sensibilities, the library reserves the right to ask individuals to discontinue the display of information and images which violate this Internet policy. Library staff will have final authority in judging the nature of a site.

The user's use of the Internet is a privilege, not a right. First time violators of this Internet policy will receive a two-week suspension from Internet use. Second time violators will receive a one-month suspension. Upon the third policy violation, Internet privileges will be permanently withdrawn. The Director of Library Services has the authority to immediately withdraw privileges permanently.

## **INTERNET SAFETY**

The Parents and/or guardians, not the library staff, are responsible for the Internet information selected by their children. They may restrict their children, and only their children, from access to Internet resources. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Every user must take responsibility for his or her use of the Internet and stay away from these sites. Parents and/or guardians of minors are the best guides to materials to avoid.

## **PUBLIC ACCESS TO THE WIRELESS NETWORK**

We have tried to make wireless access as available as possible in our library, but you may encounter some "dead" spots in the library where wireless reception may be limited. If you have trouble accessing the Internet or staying online please move to a different location within the library.

## **LIMITATIONS AND DISCLAIMERS**

The Library's wireless network is not secure. Information sent from or to your notebook/laptop can be captured by anyone else with a wireless device and the appropriate software. Library staff are not able to provide technical assistance and no guarantee can be provided that you will be able to make a wireless connection. The Library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the Library's network. The wireless Internet access we offer is unfiltered. By choosing to use this free service, you agree to abide by the library's Internet Policy.

08/05/2014