

# Ely Public Library

## Computer and Internet Use Policy

The Ely Public Library provides our patrons with free access to information in many formats, including the Internet. The Ely Public Library is not responsible for any misinformation or offensive information patrons may encounter on the Internet. In addition, the Ely Public Library is not responsible for filtering or monitoring Internet use. Parents and guardians hold the responsibility for monitoring their children's Internet sessions. We ask that children under the age of eight (8) be accompanied by a parent or guardian while using the Internet.

Patrons using their own devices must adhere to our Ely Public Library Computer & Internet Policy. The library's internet network is not secure. Information sent to or from your laptop can be captured by any other wireless user with appropriate software. Library staff are not able to provide you with technical assistance nor guarantee that you will be able to make a wireless connection. The Ely Public Library cannot assume responsibility for the safety of equipment or for laptop configuration, security, or data files resulting from connection to the library's network or the use of other facilities in the library.

The Ely Public Library has the right to revoke or deny Internet access to patrons engaging in unacceptable Internet usage, including the following:

- Removal, damage, or destruction of library computers, equipment, software, or data
- Violating another patron's right to privacy
- Libeling or slandering other users
- Harassing other users online or in person
- Violating of software licensing or copyright laws
- Violating general rules of library conduct, including using inappropriate language or loud language and violating the personal space of other patrons
- Attempting to crash or gain unauthorized access to computer systems or networks, including those of the library
- Viewing, creating, or displaying material that may be considered "obscene material" in front of minors is illegal under Iowa State Law. Due to the close proximity of our public access computers to the designated children's area, as well as minor's use of the same public access computers, such activities are strongly discouraged.  
"Obscene material" as defined by Iowa Codes 728.1 -728.3:  
Refer to Code **728.1 Definitions** for the definition of "**Obscene material**"  
Refer to Code **728.2** for the definition of **Dissemination and exhibition of obscene material to minors.**
- The library is not responsible for damage, loss, or theft of patron's personal computer, equipment, and/or storage devices.

In addition, the Ely Public Library has the right to deny computer access to patrons who have accounts which fall under the following categories:

- Patron has accumulated fines considered "excessive" (defined as over \$10.00 in fines )
- Patron has an "excessive" number of overdue items (defined as over 20 items)
- Patron has overdue Interlibrary Loan Items

Once these issues are resolved, the patron's computer usage privileges will be reinstated.

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**Use of Library Computers:**

**1.) Reservations/Time Conflicts**

- Time on a computer is limited to one hour per patron, per day, and is on a first come, first served basis. Additional time may be provided at the staff's discretion.
- The patron must see the librarian to get a PIN number for access on the computer.
- The library has laptops available for patron use while in the library. These are provided as an option when the other computers are in use. Patrons will need to ask the librarian for them and provide an ID, car keys and/or phone. Once patron is finished using the laptops these items will be returned.

**2.) Loading/Downloading Files/Software**

- Users may not install, copy, or download software onto the Library's computer.
- Files may be saved/downloaded to a flash drive.

**3.) Internet Use**

- Patrons are responsible for complying with all state and federal laws, including but not limited to, those laws addressing copyright, computer crime, and obscenity. Any patron found to be using an Internet station for illegal activity will have library privileges immediately revoked, and may face prosecution from legal authorities.
- The Ely Public Library is not responsible for any actions taken by a patron using a library Internet workstation or through the provided Wi-Fi connection.

**4.) Termination of Use**

The library staff reserves the right to terminate a person's use of the computer if any problems occur. Such problems can include:

- Destruction of or damage to library equipment, software, or data
- Violation of computer system security and/or system configuration
- Receiving or displaying text or graphics of an obscene sexual nature
- Violation of the copyright laws of the United States
- Excessive noise or use of sounds and visuals which might be disruptive to others
- Violation of another user's right to privacy

**5.) Files left on hard drive**

The Library is not responsible for any patron files left on the Library computer's hard drive. The Library is not responsible for damage to any personal materials.

**Disclaimers:** The library cannot guarantee availability of the computers due to use or technical or other unforeseen problems. The library will give minors one hour of computer time per day, with more provided at the staff's discretion. Library staff has the right to deny new computer sessions in the last ten minutes before closing.

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**Violations:** Violations of the Ely Public Library Computer and Internet Use Policy may result in restrictions in library use and, in some cases, financial responsibility. Illegal uses of computers may also be subject to prosecution by local, state, or federal authorities. Consequences of violating our policy are as follows:

- 1) In most cases, patrons who are not following Library policy at the computer will be given one verbal warning and asked to behave in an appropriate manner. The patron will be asked to read a copy of the Computer and Internet Use Policy.
- 2) If patrons continue their inappropriate behavior following the warning, computer privileges will be denied for the rest of the day.
- 3) If patrons still continue to break policy, computer privileges will be denied for one month. If behavior has not improved once patrons return, computer privileges will be denied for one year. In both instances, a registered letter of notification will be sent to the patrons.
- 4) Bans may be appealed to the Library Director or the Library Board of Trustees.

**Printing:** Printing is 20 cents per page for black and white copies and 50 cents per page for color copies. Patrons may pay for and pick up their copies at the desk.

Approved by the Ely Public Library Board 3/4/09

Amended and approved 2/1/12

Amended and approved 8/12/15

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