COMPUTER USE POLICY

GENERAL POLICY

Ida Public Library views the Internet as a resource that helps fulfill the Library's mission to meet the informational, educational, and recreational needs of its patrons.

Internet access is available on selected public workstations and WiFi devices.

Ida Public Library cardholders may use the public workstations free of charge. Those without library cards may purchase a daily computer guest pass for $1.00 or yearly computer card for $5.00.

Public workstations are available on a first come, first serve basis. Users receive an initial two-hour time limit with the ability to receive additional time if no other persons are waiting.

LIMITS ON LIABILITY

People accessing the Internet at the Library do so at their own risk.

Content

> The Ida Public Library is not responsible for the content of Internet resources, which may be inaccurate, unreliable, out-of-date, offensive, or unavailable.

Damages

> The Library is not responsible for any damages its users may suffer as a result of using the Internet, including but not limited to, loss of data resulting from delays or interruptions in service, corrupted files downloaded at Library workstations, or actions taken on the basis of misinformation.

Financial Obligations

> The library is not responsible for financial obligations its users incur as a result of using the Internet.

STAFF ASSISTANCE

Training

> The Library's staff assists users with basic computer use as time permits. In-depth personal instruction may be available by appointment based on staff availability.

Information Requests

> Although staff may not be available to offer in-depth computer instruction on an immediate basis, they are available to help users find information. Library staff uses their best judgement in selecting information sources, which in addition to the Internet, includes the Library's collections of books, periodicals, databases, and other resources.

Plug-in Software

> Plug-in software is made available at the discretion of the Library's IT consulting firm.

USE BY MINORS

Parental Responsibility

> It is the responsibility of the parents or legal guardians of minor children to supervise their children's access to Internet resources in the Library.

Workstation Restrictions

> Workstations in the Youth Services Department are intended for use by youth ages 17 or below; if workstations are available, adults who have children with them may use Youth Services Department workstations, but priority will be given to users ages 17 and younger. Unless accompanied by an adult, patrons under the age of 17 must use workstations in the Youth Services Department.

PATRON CODE OF CONDUCT

Users of the Library's computer workstations are expected to act in a considerate, ethical, and responsible manner.

When a person's freedom of speech and information is in direct conflict with a person's freedom from a hostile environment, please see Patron Reporting Policy.

By using computer workstations at Ida Public Library, users agree to refrain from disruptive, damaging, or criminal behavior, including but not limited to, the following:

- Sending or displaying offensive messages or pictures.
- Sending, receiving, or displaying obscene materials, child pornography, and/or materials prohibited under local, state, or federal laws.
- Using obscene language.
- Harassing, insulting, or attacking others on the Internet or at the workstation.
- Disobeying Internet or Internet site "rules of conduct".
- Accessing another individual's personal materials, information, password, files, or using another patron's library card to access library computers.
- Modifying software or programs installed on Library computer workstations.
- Installing personal software on Library computer workstations.
- Violating copyright laws.
- Engaging in activities which violate any local, state, or federal law.
- Intentionally wasting limited Library resources.
- Intentionally causing damage to Library machines.

POLICY ENFORCEMENT

Reasonable Use

> The Library staff are specifically authorized and instructed to develop such rules and procedures as are necessary to insure the fair and reasonable use of computer resources, including but not limited to, reservations, limits on durations of use, number of persons sharing a workstation, etc.

Staff Oversight

> The Library staff are specifically authorized and instructed to inspect and/or observe the use made of Library computer equipment and resources for purposes of enforcement of Library policies and procedures.

Revocation of Privileges

> The Library staff are specifically authorized and instructed to suspend or permanently terminate computer access for users found in violation of Library policies or procedures.

- For the first violation of Internet Policy: Patron will receive a verbal warning.
- For the second violation of Internet Policy: Patron is banned from using the public computers for the rest of that day.
- For the third violation of Internet Policy: Patron is banned from using the public computers for 7 days.
- For the fourth violation of Internet Policy: Patron is banned from using the public computers for 1 month.
- For the fifth violation of Internet Policy: Patron is banned from using the public computers for 1 year.

> Staff may skip steps at their discretion based on the severity and frequency of the infraction. Any additional violations may result in lifelong ban of usage of public computers and/or banning from the public library property at the discretion of the Director and Library Board.