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COMPUTER & INTERNET USAGE

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DISCLAIMER:

1. The Wellman-Scofield Public Library participates and complies with all sections and disclaimers within Code of Iowa Chapter 728.X, dealing with Obscenity & Pornography, and bases internet usage policies accordingly.
2. The Wellman-Scofield Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.
3. **The Wellman-Scofield Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.**
4. The Library's mission does not include censoring patron's access to materials or protect patrons from information they may find offensive. However, as the Library is not able to exercise the same selection criteria to Internet resources that it applies to materials held in its collections, the Library may provide hardware and software mechanisms ("filters") to restrict access to specific sources determined by Library staff to be inconsistent with its mission and collection development policies.

GENERAL GUIDELINES:

1. The Wellman-Scofield Public Library's purpose of public access to the Internet is to further support the community's informational, learning, cultural, and recreational needs .
2. As the Wellman-Scofield Public Library's computers are in public view of patrons of all ages, internet users are asked to use discretion when accessing the Internet. It shall be the responsibility of the Internet user to protect the public from viewing materials on the screen that may be offensive or inappropriate to others. Failure to do so may result in loss of Wellman-Scofield Public Library Internet privileges.
3. Internet users may not send, display, or receive text or graphics that may reasonably be construed as obscene or offensive. They may not send, receive, or display text or graphics that are legally denied by state or federal law as obscene or involve child pornography. Any usage of chat rooms is prohibited within the library premises. **Any action that violates state, local, or federal law will be prosecuted. The user will lose Wellman-Scofield Public Library Internet privilege.**
4. Certain information on the internet is not free. A user is NOT allowed to request this information. If a user does and the Wellman-Scofield Public Library is charged, the user will pay for all costs incurred.

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5. Patrons using library computers should be knowledgeable in basic computer operation. Only minimal instruction, as time permits, can be offered by Wellman-Scofield Public Library staff. Exploring the Internet is the best way to become proficient in its use.

6. Patrons are advised to remember that they will often find specific information they need right here in the Wellman-Scofield Public Library, in our books, periodicals, CD-ROM databases, etc.

RULES AND PROCEDURES:

- 1. Misuse of library computers (including Internet access), may result in loss of computer privileges,** with the length of suspension to be determined by the Wellman-Scofield Public Library Board of Trustees and staff. The Wellman-Scofield Public Library staff reserves the right to immediately suspend a person's use of the computer if problems (such as excessive noise, hardware or software malfunctions) occur. Patrons are asked to alert the Librarian to any technical difficulties, computer freeze-ups, etc.
2. Any patron wishing to use a library computer must be a current Wellman-Scofield Public Library card holder. To "check out" a computer, the patron must first inquire at the circulation desk as to computer availability. If a computer is "open", library staff will then check the available computer out to the patron's Wellman-Scofield account. The patron is asked to notify library personnel at the circulation desk to check the computer back into the system when the session is over.
3. Computers can be checked out up to the last 10 minutes before closing each day. Computer use is limited to 1 hour sessions, unless prior consent is given by library personnel for extended usage. A computer session may be automatically extended if no other patron is waiting, but will then end if another patron wishes computer time.
4. Computer sessions may be reserved in person or via telephone up to one day in advance, in one hour increments. Patrons arriving late for a reserved hourly session will forfeit the unused portion of their reserved time, but may extend their session if no other patron is waiting.
5. No telecommunications or other fees may be charged to the Wellman-Scofield Public Library.
6. No food or drink is allowed in the computer area.

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7. Computer users will be held responsible for damage to equipment or library materials, and will be billed for repair or replacement cost caused by their misuse or failure to follow these guidelines. Parents/guardians will be notified if the damage is caused by minors.

8. Only the Wellman-Scofield Public Library's software may be used on the computers. Software is not to be downloaded (or installed) on the Wellman-Scofield Public Library computers. Patrons may suggest certain software be installed by library staff, but Wellman-Scofield has every right to deny such suggestions. Users may make **NO CONFIGURATION CHANGES** to the computers.

9. The use of Wellman-Scofield computers requires patrons to abide by accepted rules of network and library etiquette. Users should conduct themselves as follows:

- a. Be polite and respect library staff and any patron with the library.
- b. Respect the privacy of others by not watching other patrons as they type in passwords or read email.
- c. Use appropriate (not abusive, demeaning or vulgar) language.
- d. Know that your computer monitor may be viewed by other patrons, and that viewing of pornographic or obscene programs or websites may be offensive to other library patrons and will not be tolerated.

10. Within the copyright law, patrons may download or print information. Applications or files may not be saved to the hard drives. They may be saved to a disk or USB flash-drive only. The Wellman-Scofield Public Library is not responsible for any damage to a person's disk or computer, loss of data, damage or liability that may occur from Patron's use of the Wellman-Scofield Public Library computer.

11. Patrons are warned that the Wellman-Scofield Public Library does not guarantee virus protection. **Any download from the Internet may contain a virus.**

13. To access e-mail, the user must obtain an individual address through such options as Hotmail, Excite, etc. To send or receive, user may then log on through the webmail address the service provider indicates.

14. There may be no more than one (1) person at a computer unless said patron is a child accompanied by an adult, or two (2) for an educational or work related research project, **and only if given prior permission by library staff.**

15. The Wellman-Scofield Public Library Staff will provide as much assistance as time allows.

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16. Wireless may be provided, free of charge, to library patrons. Due to security and bandwidth concerns, library staff may restrict wireless from external access through the implementation of a frequently changed password available by request to in-library wireless users.

17. As it is difficult to anticipate all future problems of Internet and computer use issues, the Wellman-Scofield Public Library Board of Trustees reserves the right to adjust above guidelines as needed. This policy is subject to change without notice.