

Internet Policy

The Polk City Community Library Board have deemed the following the policy for use of the Internet.

Internet access is available without charge to library customers. The Internet is an unregulated global information source. The Polk City Community Library cannot guarantee the accuracy and/or authenticity of information discovered through this resource. Customers who find information or subject matter that is erroneous, out-of-date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly. Library users of the Internet should be aware of the following:

Only parents and legal guardians have the right – and responsibility to monitor and control their own minor children’s access to the Internet and to information obtained from the Internet.

The Polk City Community Library cannot guarantee confidentiality over the Internet. Customers entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk.

The Polk City Community Library complies with the United States Copyright Law and all other federal, state, and local laws relating to the use of the Internet and other electronic media.

The Polk City Community Library is not responsible for work or information lost due to computer or system malfunction.

The Polk City Community Library disclaims any liability or responsibility arising from accesses to or use of information obtained through its electronic information systems or any consequences thereof.

Rules and Guidelines for Internet Use:

- 1) Customers wanting to use the Internet must sign-in with the librarian on duty before using and sign-out with the librarian when finished.
- 2) The Internet may be reserved for the same day only.
- 3) Customers who reserve the computer must arrive no later than ten minutes past their scheduled time.
- 4) No more than one person may use the Internet at a time, except for adults with young children.
- 5) Children in second grade and younger must be accompanied by an adult.
- 6) Customers are expected to be knowledgeable in basic computer operations. The librarian cannot be expected to instruct customers in such matters.
- 7) Users are limited to one hour of Internet use per session. A customer may request additional time (one half hour at a time) if no one else is waiting.
- 8) Printing is ten cents per page to print in black and white ink and 50 cents per page to print in color ink.
- 9) Users will be asked to discontinue use of the Internet 15 minutes before the closing of the library.

- 10) Use of chat rooms is not allowed. Use of instant messenger programs is allowed through the use of MSN Messenger or other messenger programs that do not need to be downloaded.
- 11) Email is allowed; however, the customer must be acquainted with this procedure.
- 12) Customers may not attach accessory equipment to any of the library's computer equipment.
- 13) No outside disks are allowed. Disks may be purchased at the circulation desk for 50 cents. The disk cannot leave the library if the customer plans to use it in the library's computers again. Customers may provide, at their own cost, a clean packaged disk to save information to. Once this disk has been removed from the library it cannot be used there again.
- 14) Iowa law (Code of Iowa, Section 716A) prohibits damaging or destroying a computer, computer program, software, operating system, or unauthorized access. Inappropriate use of a computer can be a felony. There is a copy of this code chapter near the computer equipment.
- 15) If the customer has an overdue or an unpaid fine, he or she will not be able to use the computer until the overdue or unpaid fine is resolved.
- 16) No games can be played on the computer either from the hard drive or on the Internet.

Upon the discretion of the Library Director, the Internet policy may be overridden.

Accepted by the Polk City Community Library Board on _____.