INTERNET POLICY

PHILOSPHY

The internet is a global entity with a highly diverse user population and information content. The Alexander Public Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content. Just as the Alexander Public Library does not restrict an individual's access to printed information, this library cannot refuse access to internet sites, which may be objectionable to some people. The principles of intellectual freedom that apply to traditional library resources also apply to the resources available in electronic format. As with other library materials, restriction of a child's access to the internet is the responsibility of the parent or legal guardian.

RULES AND REGULATIONS

1. **Regulations**

   A. The internet is available for public use.

   B. Internet user must evaluate the quality of information accessed.

   C. The Alexander Public Library does not have control over internet information.

   D. Internet computers may not be used for illegal purposes.

   E. Unacceptable uses include: Hacking, Harassment of other users, libeling or slandering other users, destruction of or damage to equipment, software, or data belonging to the library or other unauthorized copying of copyright-protected materials.

   F. All Alexander Public Library users must have a borrower's card issued from the library.

   G. An internet access permission/user permission/user form needs to be on file

   H. All users must agree to the Alexander Public Library's Internet Rules and Procedures.

   I. Any patron under 18 years of age must have the Internet access permission/user slip signed by a parent or guardian while in the presence of library staff.

   J. Parents or guardians, not the Alexander Public Library or its staff, are responsible for the Internet information selected and/or accessed by their children.

2. Rules

1. A current Alexander Public Library card is required for internet use. Please report to Library staff before accessing the internet. Guests will be permitted to use the internet at library staff discretion.

2. An internet session will last no more than 30 minutes. At the end of this 30 minute Session, the user may log in for another 30 minute session if no one is waiting to use the internet.

3. Please check with a library staff member for hours available for internet access. Stations will be available during library hours. All internet stations must be shut down at least 15 minutes before closing.

4. Use of the internet is on a first-come, first serve basis.

5. Anyone younger than 18 years of age must have a parent/guardian sign the Internet Access Permission/User Form.

6. Chat room usage will not be allowed by any patron.

7. No personal software programs may be used in any public computers.

8. No files may be downloaded from the internet by patrons.

9. A screen copy or copy of articles located on the internet may be printed as a cost of 20 cents per page. Color copies will be 50 cents per page. Each copy will be printed At the circulation desk, and must be paid for upon patron leaving the library.

10. Absolutely no food or drink will be allowed in any computer station area.

11. Misuse or abuse of the public computers, keyboard, or mouse will result in the loss of computer privileges. Patrons may held liable for repair or replacement of any misused or damaged equipment. The length of the suspension of privileges is at the discretion of the Library Director.

12. All internet users or young users with parent/guardian must work quietly at the assigned station. No more than two people are to be at one internet station.

13. At the end of the internet session, please return the computer to the "home" position and report to the circulation desk to pay for any copies made. Library staff will check your station After each use. Patrons will be responsible for any damages to equipment and/or the computer table. Users may not attempt to reconfigure systems or software or in any way Interfere with the system set-up.

14. Parents who are using the internet must not leave their children unattended. A parent may Have his/her usage terminated if an unattended child becomes disruptive.

15. The internet stations may not be used for any purpose that violates State or Local Laws. Users may not use the network to make unauthorized entry or hack into other computational, informational, or communication services or resources. Users may not invade the privacy of others or engage in any activity that is harassing, defamatory or threatening; or received or display text or graphics which may reasonably be construed as obscene as defined by law. Users must respect all copyright laws and licensing agreements pertaining to software files and other resources obtained via the internet. Misuse of the computer or internet access will result in the loss of your computer privileges. The length of the suspension is at the discretion of the library director.

16. Parents are advised to supervise their children's internet sessions.

17. The Alexander Public Library assumes the responsibility for maintaining a neutral environment in the public service areas.

18. Computer terminals are in public locations.

DISCLAIMER

The Alexander Public Library, and the Board of trustees expressly disclaim any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

In using this free Internet access, users agree and hereby release, indemnify, and hold harmless, the Library, its officers and employees, and any affiliate, from any damage that may result from a patron's use of the Library's wireless access. While using this wireless access, users acknowledge that they are subject to, and agree to abide by all laws, and all rules and regulations of the Town of Alexander, the State of Iowa, and the federal government that is applicable to Internet use.

Use of the wireless access is entirely at the risk of the user. The Library is not responsible for any information that is compromised, or for any damage caused to hardware or software.

At its sole discretion, the Library may terminate this public 24/7 service at any time without prior notice.

PROCEDURES

Rules and Regulations

1. Regulations

A. Staff will make sure the public computers are cleaned daily and ready for public use.

B. No Procedure

C. No Procedure

D. Library staff will make sure a copy of the internet rules and regulations are posted by each public computer.

E. Staff will monitor the computers while in use for any unacceptable uses as named in the Alexander Public Libraries Internet Policy. Staff will be familiar with the policy.

F. All computer users will show their library card to staff before being allowed to use the computers.

G. If under the age of 18, staff will check the Internet Access Permission file for a signed parental permission form. If the signed form isn't on file, one must be filled out. Form will be found in the red forms manual binder located at the circulation desk.

H. First time computer users will need to sign the Internet Access Permission/User Agreement Form. The form will be found in the red forms manual binder located at the circulation desk.

I. If individual under the age of 18, and parent/guardian isn't present, staff will inform the user the internet access permission/user slip must be signed by the parent/guardian while in the presence of library staff. User won't be able to use the computer until the form is signed, and placed in the Internet Access Permission/User folder located at the circulation desk.

J. No Procedure

2. Rules

1. When user requests the use of the public computers, staff will ask to see their library card. If user states they don't have their card on them, staff will then check the patron file for the card. If user is a guest of the library, they will be allowed the use of the computers if not in use.

2. Staff will inform user at the time of sign-in of the 30 minute limit. User will be allowed another 30 minutes if no one is waiting for the computers.

3. Staff will have a daily sign in sheet along with the hours when the computers are available. The Sign-in sheet is located in the red forms binder manual.

4. No procedure

5. Staff will need to check the folder for the signed parent/guardian Internet Access Permission/ User Form. The folder will be located at the circulation desk in a pink binder.

6. Staff will inform new patron users when signing in of the chat room usage.

7. Staff will inform new patron users of no downloading of personal software.

8. Staff will inform new patron users that no files may be downloaded from the internet.

9. No Procedures

10. No Procedures

11. If staff sees a patron misusing or abusing the public computers, staff will inform the patron to sign-off the computers immediately.

12. No Procedures

13. When a patron leaves a computer station, staff will check the station for any damages to said computers. If there is any damage, staff will report the damage to the Library Director immediately. The library director will take appropriate action.

14. If staff sees any unattended children being disruptive, staff will notify the library director, appropriate action will then be taken.

15. No Procedures

16. No Procedures

17. No Procedures