



BETTENDORF PUBLIC LIBRARY

COMPUTER AND INTERNET USE POLICY

Purpose

The Bettendorf Public Library is committed to providing access to information and ideas for all. Providing access to electronic resources is an integral part of the Library's commitment to adapt services based on changing technology and the needs of patrons. Computers and/or electronic devices at the Library provide access to the library catalog, the Internet, and a variety of software products and electronic databases.

Confidentiality, Privacy, & Viewing

Internet access is available throughout the library building via a *unsecured networks*. It is strongly recommended that users do not transmit personal, financial or legal information over the Library's Internet networks.

Confidentiality, Privacy, & Viewing

The Library retains minimal information associated with the use of library materials but does not retain browser history or personal information entered into websites or applications. Patron computer use and reservation records are not permanently retained. The Library will not reveal the information sources or services individual users access unless required by law or court order. (See *Confidentiality Policy*).

Patrons are urged to respect the sensibilities of others in viewing online content. Users must respect the rights of other library patrons not to be inadvertently exposed to material and images, which could be considered offensive.

Privacy and confidentiality while using the Library's Internet connection or public access computers cannot be guaranteed.

Responsibilities of Users

Users of the Bettendorf Public Library's computers and/or electronic devices and wireless service are required to abide by the provisions of this policy including the *Usage Guidelines* listed below.

The Library reserves the right to classify any action, access, or operation on computers and/or electronic devices as unacceptable, including but not limited to:

- Information which is considered pornographic, violent or obscene. Exceptions: Images which possess educational, artistic, literary, scientific or political merit and are not within viewing range of minors. Iowa law prohibits the intentional dissemination or exhibition of obscene material to minors.
- Information which results in the harassment of others.



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- Information which in any way violates State or Federal law, including but not limited to Child Pornography. It is illegal to view, print, distribute, display, send or receive messages, or graphics of materials that violate laws relating to child pornography.
- Unauthorized duplication of copyrighted material, software or licensing agreements.
- Use which results in damage to library equipment, connections or security.
- Disruptive behavior. (See *Rules of Conduct Policy*)
- Any attempt at unauthorized disclosure, dissemination or use of personal information.

Material is available on the Internet that parents or guardians may feel is inappropriate for children. Parents or legal guardians of minor children, not library staff, always assume responsibility for their child's use of the Library's Internet connections, at all times.

Patron Assistance and Instruction

Library staff are not permitted to assist patrons with troubleshooting or repairing technical issues on personal electronic devices, nor will they assist with installation of software and or/configuration of hardware settings on personal computers, phones, and/or any other electronic devices.

Library staff may offer search suggestions, answer general questions, and offer one-on-one technology assistance by appointment or during scheduled computer courses.

Filtering Software

In its *Statement on Library Use of Filtering Software*, the American Library Association's Intellectual Freedom Committee has stated, "...the use in libraries of software filters to block constitutionally protected speech is inconsistent with the United States Constitution and federal law and (...) violates the "Library Bill of Rights." Bettendorf Public Library will not impose blocking or filtering software to limit access to Internet sites. However, patrons may choose to use filtered search engines. Library staff may provide a list of filtered search engines upon customer request.

Usage Guidelines

Consortium Patron Login- Bettendorf patrons and patrons of participating Rivershare member libraries may login to library computers and/or electronic devices using their consortium library barcode number and PIN. Patrons must use their own library card, only.

Daily Guest Pass- Visitors without a RiverShare library card, photo ID, or proof of address may request a temporary daily guest pass at the Library's Information Desk.



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Session Length- General public computer sessions and educational computer sessions are two hours in length, per day. Session times may be extended at the discretion of library staff, based on demand. There are no time limits for use of the library's Online Public Access Catalog (OPAC) stations.

Reservations- Patrons may reserve computer time at the Library's public access computers, up to one week in advance. Reserved time slots will be forfeited 10 minutes past the time of reservation.

Downloading and Saving Information- Patrons may not download software from the Internet, personally owned software, or library-owned software to the Library's computers or electronic devices. Documents may be temporarily saved to the portion of the hard drive that has been reserved for patron use. Patrons may save data to an appropriate personal storage device, or purchase a USB flash drive at the Library's Information Desk

Relationship to Other Library Policies- Bettendorf Public Library's Computer and Electronic Access Policy should be interpreted in conjunction with all existing library policies.

Disclaimer Statement

In offering Internet access, the Bettendorf Public Library cannot guarantee that information found through the Internet is accurate, authoritative, or factual. The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's computer and Internet services.

The Library's Internet connection and wireless service may be used only for lawful purposes. Internet users agree to indemnify and hold harmless the Bettendorf Public Library from any claims, losses, or damages resulting from their use of the service.

Library staff are not permitted to assist patrons with issues related to personal computers or devices, configure users' laptops or handheld computers and/or electronic devices, or install any devices or software on personal computer devices.

The Library is not responsible for lost data and does not guarantee any supplied program. Users will be held financially responsible for any damage or alteration to Library-owned equipment or software. Misuse of any equipment, or failure to follow any of the guidelines in this policy, may result in loss of computer privileges.

The Library reserves the right to end an Internet session at any time at the Library's sole discretion, in accordance with this and other Library policies.

All users of the Library's Internet connection, whether using Library equipment or personal devices, must abide by this policy.



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Approved By Bettendorf Public Library Board of Trustees

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| 1/97 | 7/99 | 9/02 | 12/24 |
| 9/03 | 1/04 | 6/05 | |
| 8/06 | 6/08 | 3/09 | |
| 2/13 | 1/14 | 5/14 | |
| 11/14 | 12/15 | 9/16 | |
| 3/17 | 11/19 | 05/21 | |

CC 10/29/19