



Public Computer and Internet Access Policy

The purpose of this policy is to recognize the importance of internet access for patrons and to outline access and usage in the Hiawatha Public Library. Internet access is critical to accessing information, participating in work and educational opportunities, maintaining social relationships, and sharing in cultural and leisure activities. The Hiawatha Public Library is committed to offering fast, reliable internet to its patrons.

I. Accessing the Internet

Public internet access is provided at designated computer workstations and through wireless and wired network connections available in the building. The Hiawatha Public Library assumes no responsibility for information accessed while using the public computers. The library cannot control or monitor the vast amount of material accessible from computers and the Internet. As with printed material, not all sources provide accurate, complete or current information. It is the responsibility of individual users to evaluate the validity of all information found.

Staff cannot control the availability, accuracy, or currency of information links that may change rapidly and unpredictably. Library users accept the risk that websites may include explicit or otherwise offensive material. It is the user's responsibility (or that of the parent or guardian) to determine what is appropriate. Parents or guardians are responsible for the internet information selected and/or accessed by their children. Parents/guardians may restrict their children and only their children-from access to Internet resources accessible through the library. Parents/guardians are advised to supervise their children's Internet sessions. We advise parents or guardians to supervise their children's internet sessions. Library staff respect the privacy and intellectual freedom of all patrons in accordance with our guiding principles, and will only intervene if content is believed to be illegal or violate Library or City policy.

II. Using the Internet

Computer users may login directly at any available public computer. However, public computers in the Children's and YA areas are intended to be used by children and teens only. To ensure these sections of the library are available for use by their intended age groups, adults found using the public computers in the Children's and YA areas may be asked to relocate to the main row of public computers meant for adult use.

Internet users are required to read and agree to the library's usage policy. Guest passes are available upon request for patrons not eligible for a library card due to residency requirements.

The library offers free wireless internet access to patrons with wireless-enabled laptop computers or handheld devices. Trained library staff will assist with library equipment and resources, but may not be able to help with personal devices. *The library does not accept liability for patron equipment.*

III. Restrictions

The use of the internet in the library must be for legal and ethical purposes.

The Copyright Law of the United States (Title 17 of the United States Code) governs the downloading and reproduction of copyrighted material. The person using the library's computers is liable for any infringement. The library reserves the right to refuse a download or print job if, in its judgment, fulfillment of the order would involve violation of copyright law. Unauthorized downloading of copyrighted material(s) is strictly forbidden and will result in suspension or revocation of Library privileges and may result in a formal notification to the appropriate local law enforcement office.

- A. Users must comply with all local, state, and federal laws while using the internet. Users found to have violated any laws, including but not limited to those concerning privacy, obscenity, fraud, or copyright, while using library facilities or equipment will have their internet privileges revoked.
- B. Computer Users may not destroy or damage equipment, software, or data belonging to the library.
- C. Users may not violate computer system security and/or system configuration.
- D. Users may not violate another user's right to privacy.

The Library does not filter Internet content. Staff may, however, limit images displayed on screens in order to ensure the secure and comfortable environment of the Library

IV. Consequences

Violations of the internet use policy may result in loss of computer privileges and may lead to financial responsibility. Illegal acts involving library computers may also be subject to prosecution by local, state, or federal authorities. It is against the law in Iowa to download or provide child pornography, or display pornography where children may see it. (Iowa Code, chapter 728.2)

V. Points

- A. Patrons may use 120 minutes per person, per day. Sessions may be extended by the library's automated reservation system or by library staff.
- B. Patrons who wish to use web-based e-mail or other online profiles must register and maintain their own accounts.
- C. Anything downloaded to the library's computers will be automatically deleted after patron logs off, including search history.
- D. No more than two persons may use an internet computer at the same time.
- E. Earbuds or headphones must be used if the computer's speakers are turned on; the library has earbuds available; ask at the circulation desk.

VI. Collection of Information on Use of Library Computers

The library collects statistics on the number of users and the hours spent on computers in the Hiawatha Public Library. The library's PC Reservation System retains only information on the patron barcode, computer reserved, and the date and time of every public computer session.

VII. Printing

Black and white and color printing are available; Black and white printing costs \$.15 per

page. Color printing costs \$.50 per page. The print release station and printer are located near the circulation desk. Payment may be made through the coin-op machines at the public printers or directly to library staff.

VIII. Wireless Internet

Access (Wi-Fi) is provided free of charge by Hiawatha Public Library for patrons who have the required hardware and software needed for this service. Hiawatha Public Library's Computer Use and Internet policy govern use of this service.

- A. By choosing to use this free wireless internet access (Wi-Fi) you agree to abide by the terms and conditions of this policy. In particular, you agree to use the library's network resources only for lawful purposes.
- B. Wi-Fi access is provided as a free public service on an "as is" basis with no guarantee of service.
- C. Users are responsible for setting up their equipment to access the Library's Wi-Fi network. The Library is not able to provide technical assistance. If you need assistance, contact the manufacturer of your laptop or software. The Library is not responsible for any changes you make to your computer's settings.
- D. All Wi-Fi users should have up-to-date antivirus software installed on their computers.
- E. As with most public Wi-Fi networks, the Library's wireless network is not secure. Any information transmitted (including credit card numbers, passwords, and other sensitive information) could potentially be intercepted by another computer user.
- F. By using this connection, patrons acknowledge that security errors and hacking are an inherent risk associated with any wireless service. For that reason, patrons expressly agree that they knowingly assume such risk, and further agree to hold the Library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the patron's computer.
- G. The Library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless internet connection. Any damage done to the patron's equipment or self from viruses, identity theft, spyware, plug-ins, or other Internet-borne programs is the sole responsibility of the patron; and the patron indemnifies and holds harmless the Library from any such damage.

H. The library assumes no responsibility for damage to or loss of equipment; users must keep their equipment with them at all times.

Adopted 2/13/18

Revised 1/11/2022