



Glenwood Public Library Policy  
Internet and Computer Use Policy

2016.7.11

July 11, 2016

Approved By Glenwood Public Library Board of Trustees

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Library Director Signature

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Staff Signatures

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**PURPOSE:**

Glenwood Public Library provides free internet access to the all patrons of the Glenwood Public Library. This policy outlines the conditions of use for that internet.

**SCOPE:**

This policy applies to anyone who is using the internet at Glenwood Public Library either using a library device, personal computer or other mobile device. All library access is done though an insecure Wi-Fi network.

**DEFINITIONS:**

Key terms are as defined in the Children's Internet Protection Act.

**POLICY:**

Glenwood Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet and its available resources may contain material of a controversial or mature nature. Library users access the Internet at their own discretion and they are responsible for any access points they reach. Parents and guardians of minor children, not the Library or staff, are responsible for their children's use of the Internet through the Library's connection. Safety and security cannot be assured for anyone who accesses e-mail, chat rooms and any other form of direct electronic communications.

In compliance with the Children's Internet Protection Act, all library computers and tablets have technology protection measures, also known as Internet filters, which shall be used to block or filter Internet or other forms of electronic communications access to visual depictions of material deemed to be obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Library Director or designated representatives.

To the extent practical, steps shall be taken to promote the safety and security of users of the Glenwood Public Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes unauthorized access, including activities known as 'hacking,' and other unlawful activities and unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

It shall be the responsibility of all members of the Glenwood Public Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

1. Patrons wanting to use the Glenwood Public Library internet must agree to the following.
  - a. Computers are available on a first-come first-serve basis. The Library reserves the right to place a time limit on computer use.
  - b. To use the workstation as an informational and recreational resource of Glenwood Public Library. Users will not use it for any unauthorized, illegal or unethical purpose and will not intentionally create, receive or display text or graphics that may be construed as pornographic, obscene, or offensive to library customers or staff.
  - c. Materials obtained or copied on the Internet may be subject to copyright laws, which govern the making of reproductions of copyrighted works. A work protected by copyright may not be copied with permission of the copyright owner unless the proposed use falls within the definition of "Fair Use". Violation of the copyright law may subject you to an action for damages and/or an injunction. It is the policy of Glenwood Public Library to comply fully with the United States Copyright Law.
  - d. Please be mindful of the following; Iowa law makes it illegal to download or purvey child pornography, purvey pornography to children, or to commit fraudulent acts on the Internet.
  - e. GPL cannot guarantee confidentiality over the Internet.
2. Downloading to the hard drive is prohibited. Although the library uses virus protection software, be advised that protection is not guaranteed. Downloading of files may be done only on external devices such as USB memory sticks.
3. Computer paper is 10 cents per sheet payable at the circulation desk.
4. No food or drink is allowed near the computers.
5. Headphones should be used if listening to audio materials.
6. Computer use shall end ½ hour before library closing time each day.
7. Recommended guidelines for parents and guardians to ensure that children have positive online experiences include the following.
  - a. Join your children in internet exploration.
  - b. Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
  - c. Provide guidelines for your children on the amount of time they spend online.
  - d. Instruct children NEVER to give out personal information (name, address, password, telephone number, credit card number, etc.) online.
  - e. Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.
8. All users of Internet services at Glenwood Public Library are expected to abide by the terms of this policy. Users who misuse computers or Internet access will have their computer privileges revoked. The Library reserves the right to end an Internet session at any time, at our sole and uncontrolled discretion.