

# **BONDURANT COMMUNITY LIBRARY**



## **INTERNET USE POLICY**

### **Purpose**

The Bondurant Community Library provides access to the Internet, whether it is wired or wireless, to connect the public to the world of ideas and information, and to provide equal access to that information for all individuals in the community. Library owned devices are available as described in Equipment Use Policy, and free, unsecured wireless Internet access is available for public use. This policy applies to all use of the Bondurant Community Library wired or wireless Internet service, whether privately owned or Library provided devices.

### **Responsibilities of the Users**

The Bondurant Community Library cannot control information accessed through the Internet and, therefore, cannot be held responsible for its content. Evaluation of Internet content is the responsibility of individual users.

The Bondurant Community Library cannot guarantee confidentiality on the Internet. The library does not maintain a history of our patrons' computer use. Patrons entering personal information do so at their own risk.

### **Rules for Usage**

1. To access a computer, patrons may log in using their library card number and name. For those visiting who need access to a computer, a guest pass is available for all ages by inquiring at the circulation desk.
1. All users must read the Patron Internet Use Policy Library.
2. Users are limited to 120 minutes of Internet use. Patrons may request additional time if no one else is waiting. The Library reserves the right to end a patron Internet session at any time. Users must discontinue Internet use 10 minutes prior to closing each day. No more than two users will be permitted to use a workstation at a time.

3. Users may print information from the Internet at a cost of \$0.25 per color page (one and two sided copies), or \$0.10 per non-color page (one and two sided copies). Some documents may contain numerous pages; users are financially responsible for all printouts. Those needing assistance with printing are encourage to seek staff assistance.
4. Electronic mail is allowed only through independent sites where the library's address will not be used. Users may create personal e-mail accounts through on-line e-mail services.
5. Library staff will instruct patrons on how to open the Internet browsing program and perform other basic procedures of the Bondurant Community Library Internet system. The library staff will not generally provide further assistance or perform searches for patrons.
6. A flash drive may be used to save information or files from the patron computers. The Bondurant Community Library maintains software that will return patron computers to the original configuration upon restart of each session of computer usage.
7. The "Patron Behavior Policy" applies to the behavior of patrons using the Internet. Misuse of the computer will result in the loss of computer privileges. The alleged violator would have the right to appeal to The Bondurant Community Library Board of Trustees under extenuating circumstances.
8. **Users may not:** Use any library workstation for illegal or criminal purposes, including:
  - a. Violation of Iowa state law, which makes it illegal to download or purvey child pornography, purvey pornography to children, or to commit fraudulent acts using the Internet. Individuals covered by this State Law may not divulge their name, age, address, location, or other personal information regarding themselves or any other person's while using electronic mail, chat rooms, or other forms of direct electronic communications while using the computers at the Bondurant Community Library.

- b. Violation of U.S. copyright law (title 17, U.S. Code) which prohibits the unauthorized reproduction of copyrighted materials, except as permitted by the principles of “fair use.”
- 9. Users may not use obscene language.
- 10. Users may not display offensive messages or pictures.
- 11. Use of library workstations or Wi-Fi to gain unauthorized access to the library’s or any other organization’s networks or computer systems is prohibited.
- 12. Users may not send unsolicited bulk and/or commercial messages (“spam”) over the Internet using Wi-Fi or use the service for activities that invade another’s privacy.
- 13. Users may not make any attempt to add, delete, modify, or damage the installed hardware or software or any part of the computer system.

Any violation of the above library policies may result in the termination of computer privileges.

### **Supervising Children’s Use**

The Bondurant Community Library affirms the right and responsibility of parents and/or guardians to guide, determine, and monitor their children’s use of the Internet. It is not the responsibility of the library to monitor children’s use of the Internet.

### **Filtering Software**

The Bondurant Community Library does not use any filtering software. It is the responsibility of the parent or guardian to monitor minor children in their use of the Internet.

### **Separability Clause**

If any one section of these policies, rules, or procedures is found to be invalid, the other sections of the policies, rules and procedures will not be invalidated.

## **Disclaimer**

The Bondurant Community Library accepts no liability or responsibility for damage to a patron's computer or other devices or for the loss of any data that may occur from using the library's computer.

The Bondurant Community Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems or any consequences thereof.

This policy also applies to the Bondurant Community Library's wireless access network (WAN) users.

Adopted by the Bondurant Community Library Board of Trustees

Reviewed 6/2002

Amended 6/2003, 5/2005, 1/2009, 2/2014, 5/2015, 7/2017, 10/2018, 1/2023