

INTERNET USE POLICY

To fulfill its mission of providing public access to information of all types in a wide range of formats, the Hawarden Public Library provides access to Internet resources. The Internet offers access to many valuable local, national, and international sources of information; however, some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. Patrons accessing the Internet must evaluate the validity and appropriateness of information found. Patrons using the internet are also subject to the Conduct Policy, and Safe Child Policy.

I. Access to Internet Resources

1. Library patrons must present their library card for access. Patrons are guaranteed at least one hour of internet computer access each day, with additional time granted as long as no one is waiting.
2. The library affirms the right and responsibility of parents to determine, and monitor, their children's use of all library materials and resources, including the Internet. The library assumes no responsibility for the use of the Internet by children. Parents are encouraged to work with and supervise their minor children's Internet sessions.

II. Conditions and Terms of Use

1. Patrons must use their own valid Hawarden Public Library card to access the Internet at the library. Patrons using a card that is not issued in their name may lose Internet privileges for a period of time. Out of town visitors who do not have a library card may be eligible to obtain a guest card by providing a driver's license, or other valid form of identification.
2. Library accounts must have less than \$5.00 in fines, and be free of overdue materials and lost materials to enable a patron to use the internet.
3. Our library staff cannot provide in-depth training concerning internet jargon or personal computer use. We do have programs through Learning Express and other modules that you can complete at your own pace to learn to use the computer and the internet. Staff time does not allow one-on-one instruction.
4. The library offers Internet stations on a first-come, first-served basis. One hour per day is guaranteed, additional time may be granted if no one is waiting.
5. Due to the potential damage food and beverages may cause to computer equipment, they are not allowed in the computer lab.
6. The library is not responsible for the receipt of unwanted communications, including, but not limited to, viruses when using the wireless network.

7. The library expects all patrons accessing the Internet on its computers to be responsible and ethical users by not using computers to:
 - Invade the privacy of others
 - Harass or slander others
 - Distribute unsolicited advertising
 - Make unauthorized entry into other computers, or communication services or resources
 - Use of the Internet for any illegal activity including, but not limited to, copyright infringement, fraud, propagation of computer viruses, gambling, or accessing material deemed obscene by Iowa Code 728.1-728.3.
8. Patrons are responsible for all printouts on their account. Black and White copies are .10 per page or per side. Color copies are .50 per page or per side, for standard 8 ½ x 11" paper.
9. Patrons may bring in flash drives or external hard drives to save or to access files that will work with library software. Flash drives are available for purchase at the library. The library does not allow any materials to be saved to the library computers. All personal files are removed at the end of each day.
10. Library users may not download software or other applications to library computers. Only library software may be used on library computers.
11. Staff members are responsible for starting and turning off library computers. Computers are turned off 15 minutes before closing time. Please be aware of this when planning your internet time. Computers will shut down and prevent access 15 minutes prior to closing, a 5-minute warning is given, and any open work will be lost when time is up or we close for the day.
12. Users shall comply with all conditions and terms of use of the Internet set forth in this policy. Failure to comply will result in loss of Internet privileges in the library. A warning will be given for the first offense, if the behavior isn't immediately corrected, the patron will be asked to leave for the rest of the day. The second offense will be the loss of privileges for 1 week. The third offense will be loss of privileges for 1 month. Further discipline for serious offenses against this policy rests with the Library Director and may be appealed to the Library Board by the patron.