

Carnegie-Evans Public Library

203 Benton Ave.

Albia, Iowa 52531

<https://www.albia.lib.ia.us>

1(641)932-2469

COMPUTER AND ELECTRONIC ACCESS POLICY

The Carnegie-Evans Public Library is committed to providing access to information, including via electronic means. Computers are available for patron use and *unsecured* wireless internet connection is provided for public use.

The Carnegie-Evans Public Library reserves the right to require sign-in, reservation of computer use or time limitations of computer use to ensure access and availability for all patrons.

The Carnegie-Evans Public Library reserves the right to monitor computer and internet use to ensure patron use complies with all applicable laws and library policies.

Unsecured wireless internet access is available throughout the library building and grounds. The Carnegie-Evans Public Library provides computers that connect to the internet utilizing a graphical browser. Patrons that use this access point are responsible for signing-out of any applications they may use, or clearing any personal data from public computers. The Carnegie-Evans Public Library shall not be responsible for the transmission of private personal, financial and/or legal information over the *unsecured* wireless connection and/or information entered or utilized on the public computers and any such entry, use or transmission on the public computers and/or the *unsecured* wireless connection shall be at Patron's own risk.

Patrons that use the public use computers and/or the unsecured wireless, or WIFI agree to comply with the requirements of this policy including agreeing to the following parameters of use:

- Patrons shall utilize the library hardware, software, and/or unsecured wireless internet connection only in lawful manner and for lawful purposes and by use of library computers and/or the *unsecured* wireless internet connection agree to hold the library, its employees and the City of Albia harmless from any claims, losses, and/or damages resulting from their use of the hardware, software or *unsecured* wireless internet connection.
- Patrons shall respect the hardware and handle it with care.
- Patrons shall not eat or drink at or near the public computers and/or other hardware.
- Patrons shall not make adjustments to configurations or hardware settings or download software without express authorization.
- Patrons shall refrain from utilizing the hardware or the unsecured wireless internet connection to access information which is obscene and/or harmful to minors if minors may have access or are in viewing range.
- Patrons shall refrain from utilizing the hardware or the unsecured wireless internet connection to access information which violates state or federal law in any way, 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.
- Patrons shall refrain from unauthorized duplication of copyrighted material, software, or licensing agreements. (See Copyright Act of 1976).

Date of approval and adoption by Library Board of Trustees:

JUNE 14, 2022 Policy No. 2022003

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- Patrons shall refrain from taking any action, accessing and/or transmitting information that results in harassment to others.
- Patrons shall refrain from taking any action, accessing and/or transmitting information that results in unauthorized disclosure, dissemination or use of personal information.
- Patrons shall refrain from use which results in damage to library equipment, connections or security.
- Patrons shall refrain from behavior that violates the Conduct Policy (*See Conduct Policy*).

*Material is available on the Internet that parents or guardians may feel is inappropriate for minor children. Parents or legal guardians of minor children, not library staff, assume responsibility for their child's use of the Carnegie-Evans Public Library hardware and *unsecured* wireless internet connection.

Due to insurance limitations and warranties, library staff is not able to modify, configure or download software onto patron personal devices. Wireless users are required to configure and operate their own personal devices.

FILTERING

The Carnegie-Evans Public Library must balance compliance with the Children's Internet Protection Act (CIPA), 20 U.S.C. § 9134 (2000) and patrons' constitutionally protected rights. Certain filters are in place to block access to content that may be illegal and/or (a) obscene, (b) child pornography, or (c) harmful to minors. However, this material may be inadvertently filtered and should be unfiltered for lawful use. If you are a patron that has had information blocked or filtered, you may request access for *bona fide* research or other lawful purpose.

PRIVACY AND VIEWING

Patrons are responsible for respecting the sensibilities of other patrons when viewing online content. Privacy and confidentiality while using the library's unsecured wireless internet connection cannot be guaranteed. Iowa law prohibits the intentional dissemination or exhibition of obscene material to minors.

Library staff may request that users cease access to online resources deemed disruptive to the environment of the library, other users, and/or interferes with the conduct of library business in accordance with library policy.

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 Circulation Desk.

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The Carnegie-Evans Public Library is not responsible for lost data and does not guarantee any supplied program or service. Patrons will be held responsible for any damage or alteration to equipment or software.

VIOLATION OF THIS POLICY IS A VIOLATION OF CONDUCT POLICY

Misuse of any equipment, or failure to follow any of the guidelines in this policy, including failure to abide by time limits, may result in loss of computer privileges. Library staff will first discuss the violation of policy and request compliance. If further violation occurs or library staff will request that the patron discontinue use of the computer/internet for the remainder of the day. If repeated violations occur that form a pattern of disruption, or refusal to discontinue use of computer/internet and comply with library staff directions, the library Director may ban the patron's use of the computer/internet for a period of up to three months. In extreme instances, a patron may be banned from computer/internet use permanently. Internet users should be aware that viewing of certain materials within a public setting may be considered inappropriate in time, place and/or manner. The library reserves the right to end an internet session or connection at any time at the library's sole discretion, in accordance with this and other library policies.

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