

MANNING PUBLIC LIBRARY INTERNET AND TECHNOLOGY POLICY

The Manning Public Library offers access to computers and the Internet to support its mission to provide diverse resources for lifelong learning. All users of electronic information resources, such as the Internet, are expected to use these resources in a responsible manner consistent with the educational and informational purposes for which they are provided. The following guidelines are to be observed.

1. Before being allowed access to the Internet and computers, patrons must read a copy of the Internet and Technology Policy at least once and again each time it is updated.
2. Persons using the computers must sign in when they start and sign out when they finish.
3. Each patron may use a computer for 30 minutes. If all computers are being used and someone is waiting to use one, the librarian reserves the right to terminate your use after 30 minutes from your log in time.
4. A maximum of 2 persons may use the same computer at one time. The librarian reserves the right to remove anyone who blocks space in the computer area.
5. The Manning Public Library does not monitor and has no control over the information accessed through the Internet and cannot be responsible for its content. All users and the parents/guardians are advised that access to the Internet may include the potential for access to disturbing information and images.
6. Parents/guardians—not the librarians or board—are responsible for the information selected and/or accessed by their children.
7. The library's Internet access may not be used to view illegal sites. Iowa law makes it illegal to download and supply pornography to minors. Re: Iowa Code 782.2 dissemination or exhibition of obscene material to a minor, including the exhibition of obscene material so that it can be observed by a minor on or off the premises where it is displayed, is guilty of a public offense and shall upon conviction be guilty of a public offense and shall upon conviction be guilty of a serious misdemeanor. It is against the Manning Public Library Internet and Technology Policy to display any obscene/pornographic material.
8. Video games are allowed in the library however, video arcade behavior is not. Video arcade behavior includes banter/dialog, narrating, commanding, vulgar or abusive language, abrupt noise/movement, and any other disturbance that distracts the library staff or patrons.
9. The library staff do not provide training concerning the use of the computers.
10. No food or drink is allowed in the library.
11. Patrons are responsible for all copyright laws.
12. **WARNING:** Documents downloaded from the internet may contain a computer virus. The Manning Public Library is not responsible for damage to a computer user's work, supplies, or data source that may occur from the use of the library's computer.
13. Misuse or abuse of the computer or internet access will result in suspension or termination of library computer privileges. Misuse includes, but is not limited to, abusive language or pictures displaying hate or violence-related sites or pornography, video arcade behavior, software piracy, unauthorized use, attempts to learn or use the passwords of other users, or destruction or alteration of data belonging to other users.
14. The library computers will shut down 10 minutes before closing time.
15. The library staff shall have priority access to the computers if the staff computer is not available.
16. Exceptions to these rules may be authorized only by the Library Director.
17. Violation of this policy will result as follows: First time offense will result in a warning. Second offense will discontinue library privileges for six months or whatever the librarian considers a proper length of time. This includes the right for permanent termination of computer use.

The Manning Public Library provides unfiltered, wireless Internet access free of charge for anyone using their own laptop or device equipped with a functioning wireless network connection.

18. The library provides this service but does not guarantee compatibility with all wireless equipped devices.
19. The staff will not handle patrons' computers and patrons must understand how to configure their own devices to access the wireless connection.
20. The library assumes no responsibility for the patron's equipment, software, files or transmissions.
21. The library will not monitor the use of its wireless service by patrons; however the rules governing obscene and pornographic display apply. Failure to comply will be subject to the same rules as the public access computers in the library.
22. The library reserves the right to end any Internet session at any time.

This policy has been created based on the past use of library resources and experiences at other libraries, as well as sources supplied the Regional and State Libraries. Changes may need to be made and the public will be made aware of them. The individual user is responsible for staying aware of the library policies and procedures as posted.

Revised 10/2004

Revised 06/2010

Revised 05/2011

Reviewed 04/2013

Revised 01/2016

Revised 07/2016

Revised 08/2017