

## **INTERNET USE POLICY**

The Des Moines Public Library provides a variety of internet access points for community members and guests, including, but not limited to, public internet workstations, mobile hotspots, and wireless internet. Patrons logging into workstations, connecting to the wireless network, borrowing hotspots, or using any of the library's equipment agree to adhere to all library policies and procedures.

### **I. Accessing Internet Workstations**

1. Users must use their own library card.
2. In order to provide access to as many users as possible, the library reserves the right to limit the amount of time a patron has at a computer. The library reserves the right to end a computer session.
3. Each building will set a limit for the number of users permitted at a workstation at one time.
4. Users are responsible for the cost of pages printed. Those unfamiliar with printing from the internet are encouraged to seek staff assistance when attempting to print for the first time.
5. Internet workstations automatically shut down fifteen minutes before closing time.

### **II. Hotspots**

1. Hotspots are property of the library and are an extension of Internet access.
2. Users must use their own library card.
3. The hotspot borrower must adhere to all aspects of this policy.

### **III. Staff Assistance**

The library staff cannot provide in-depth computer/hotspot training outside the computer training classes but will attempt to answer basic questions or help users locate resources on the internet. Staff can also provide information on where to get appropriate training. Books, manuals, and other reference sources will also be made available. Library staff will provide limited support on non-library devices.

### **IV. Access for Children**

As with other library materials, monitoring of a child's access to the internet is the responsibility of the parent or legal guardian. Supervision must be provided for children under the age of ten.

### **V. Prohibitions and Sanctions**

1. Users are prohibited from viewing material deemed inappropriate for a public setting, such as the display of sexually explicit images or detailed images of violence (Iowa Code 728).
2. Users are not permitted to install, delete, or modify library hardware or software.
3. Users of library computers create, store, and use personal files on library computers at their own risk. The library is not responsible for the loss of personal electronic documents

or files. Files saved to the computer are automatically deleted at the end of each user's session.

4. Misuse of the computer or internet may result in the loss of internet/hotspot privileges, suspension from the library or criminal charges.
5. As with printed material, not all internet resources provide accurate, complete, or current information. It is the responsibility of individual users to evaluate the validity of all information found.

## **VI. Supported Functions**

1. Library internet access is intended as an information resource therefore, the following Internet protocols are **not** supported: Usenet newsgroups, Telnet, Internet Relay Chat (IRC), File Transfer Protocol (FTP) and Peer-to-Peer File Sharing (P2P File Sharing).
2. The library's choice of browser as well as sound, video, and other browser plug-ins that exploit the multimedia capabilities of the internet will be incorporated through careful selection by the library and the City of Des Moines Information Technology Department.

## **VII. Legal Considerations**

1. Activities that violate local, state, or federal statutes are prohibited.
2. Copyright law (Title 17, *U.S. Code*) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Des Moines Public Library expressly disclaims any liability or responsibility resulting from such use.
3. The Des Moines Public 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. Persons accessing the Internet through library wireless connections or computers provided by the library shall hold harmless the Des Moines Public Library, the Library Board of Trustees, library staff, and the City of Des Moines for any information, photo, graphic, appearance, sound, transaction, or other communication experienced or caused by accessing the Internet through the library.

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