

## **Solon Public Library – Policies – Internet Use in Library**

### **Approved April 2015**

The Solon Public Library provides Internet access to members of the community as part of our mission to provide educational, cultural and informational opportunities.

The Internet is a global network. The Internet and its available resources may contain material that is controversial in nature. The library will not censor access to information or restrict access to information that some may deem offensive or controversial in nature. As with other library materials, the library affirms responsibility of parents and guardians to guide their children's use of the Internet.

Privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. Patrons are urged to respect the sensibilities of others when accessing information that may be offensive to someone else.

The Internet is not a secure, private environment. Patrons handling financial transactions or other activities that require confidentiality do so at their own risk. Public computers will be subject to monitoring by network administrators in the usual performance of their duties.

The library and its staff do not maintain or retrieve browser history or keep records of patron usage. The library will not retrieve any information, including web sites visited, passwords or credit card numbers, or any other information a customer has entered. At the end of the business day, all customer computer use is erased.

#### Wireless Internet

The library provides unsecured, wireless Internet access for public use. The library does not provide personal wireless devices for public use, unless for a special program. The library does not provide technical support for privately owned personal wireless devices. Personal use of the library's public wireless access shall conform with policies regulating other types of public Internet access provided by the library.

#### Library Use of Social Networking Sites

The Solon Public Library's social networking sites will be used to inform patrons about library resources and activities and provide a source for online discussion. Postings on the sites will be reviewed and administered by Solon Library staff. Publication of comments does not constitute endorsement of the views expressed by the participants.

Solon Public Library – Policies – Computer Use Guidelines

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- All patrons must sign up at the circulation desk to use the public computers/Internet.
- Patrons must have their own library card to use the computer. Permission to use all materials, including computers, is covered when issuing cards to children.
- Visitors are allowed to use the computers, without registration, for a drop-in visit. A registration card will be required with return visits.
- Reservations, by phone, for a specific computer, are allowed only for testing or other similar situations.
- Users may not incur any costs to the Solon Public Library through access to fee-for-service information providers, shopping online, or any other Internet use.
- Users may not change the configuration of software or hardware on the Internet computers.
- There is a 60-minute time limit on the use of the computer. Time may be extended, if other computers are available, and/or schoolwork needs to be finished.
- The consumption of food and drink is not allowed by the computer stations.
- Computer projects and printing jobs must be completed in a timely fashion and/or five minutes before closing.
- Black and white printing is set as the default, and is available for patron use at 10 cents per printed page. Color printing is an option at 50 cents per page.
- The library does not offer email accounts not already available through browsers.
- Patrons must provide their own devices to save files. Computer memory is cleared upon restarting computer and the library is not responsible for saving information.
- Software downloaded from the Internet may contain a virus and users should have virus-checking software on their personal computers. The Solon Library is not responsible for damage to a patron's computer, or for any loss of data, damage or liability that may occur from patron use of the Internet services.

Loss of computer privileges

Given the public setting, patrons are asked to respect the sensibilities of others when accessing potentially offensive information and images. The staff reserves the right to end a session if inappropriate material displays on the screen.

- Patrons who are misusing the computer will receive a verbal warning first, depending on the degree of misuse, and then will forfeit their use of a public computer if inappropriate behavior continues. Misuse includes: loud and/or disruptive actions.
- Problems will be documented in “Incident Reports” notebook.
- Staff will not supervise all activities, but where deemed appropriate, may call on local authorities to monitor a patron’s computer activities.
- Illegal acts involving library computers may also be subject to prosecution by local, state, or federal authorities. It is against the law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2)
- Computer records on public, Internet access computers are not private. Library personnel may access history or computer use if problems are suspected. On the other hand, computer use will be held private unless requested by proper authorities.
- If a patron feels that they have lost their computer privileges unfairly, a request for review must be made to the Solon Library Board.