

MISSION STATEMENT

The Algona Public Library will act as a center to provide materials and services to help meet the informational and recreational needs of all patrons.

COMPUTER USE POLICY

Internet resources enhance and supplement resources available within the Algona Public Library. The Algona Public Library does not monitor and has no control over information accessed through the Internet and cannot be held responsible for its content. Individual users must accept responsibility for evaluating content.

The principles of Intellectual Freedom apply to all forms of library material. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.

Guidelines

Accessing Workstations:

1. Users must have a current Algona Public Library card in good standing (except as noted below *).
2. A guest card is available for individuals who live outside of Algona and do not currently have an Algona Public Library card.
3. Before using any computer users must check out the computer at the circulation desk.
4. Those using the computers may do so for unlimited time (in ½ hr. segments) as long as no one else is waiting to use the computers. Should demand for computers become heavy, the user(s) having been on the computer for the longest, for a minimum of 30 minutes, will be asked to log off.
5. 1.5 hours of computer time may be reserved per day with reservations taken no earlier than 1 day in advance.
6. No more than 2 persons will be permitted at a workstation at a time.
7. Library staff will shut down all public use computers 15 minutes before closing time.
8. No beverages are allowed in the computer area or while using the library's laptop computers.

Programs:

1. Only library software may be used.
2. Information may not be saved or downloaded on the library's computers.
3. USB Drives may be used to save information.

Printing:

1. Computer print outs are 20 cent for black and white and \$1.00 for color per page regardless of who provides the paper.
2. Printing must be completed within one's allotted time period.

Conduct Guidelines:

1. Resources are to be used for educational, informational and recreational purposes only – not for illegal purposes.
2. All users must respect the rights of others. Interference with other computer users will not be tolerated.
3. Changes may not be made to the setup or configuration of the software, hardware or printers.
4. Users are not permitted to install, delete or modify library hardware or software.
5. Misuse of the computers or Internet will result in a loss of privileges. Anyone abusing the computers or printers will be charged repair or replacement costs.

Laptop Check-Out

Laptop computers are available for check-out **within** the library. All policies that apply to the use of public access computers also apply to laptop check-out.

In addition those wishing to check-out a laptop . . .

may not leave the library building with the laptop.

must not allow others to use the laptop while it is in their possession.

must never leave the laptop unattended.

are responsible for the safe return of the laptop to the front desk. Financial responsibility for the repair of any damage or the full replacement cost of a laptop that is beyond repair lies with the individual who checked-out the laptop.

shall return the laptop to the front desk when finished with its use or when requested by library staff. At the end of the day laptops must be returned to the front desk no later than 15 minutes before the library closes.

Staff Assistance:

Library staff cannot provide in-depth computer training but will attempt to answer basic questions or help users locate resources on the Internet.

Wireless Access

The Algona Public Library provides free wireless Internet access during normal business hours for persons with portable electronic devices.

General information regarding access to the library's wireless connection may be provided by staff. The library and staff cannot be held responsible for any damages or changes to a patron's computer hardware and/or software.

The library's wireless connection is not secure. It is possible for information sent or received over this connection to be accessed by others. Patrons are encouraged to use caution and should not send personal information of any nature over this unsecured wireless connection. The library cannot be held responsible for any loss or damage that may occur using this unsecured wireless connection.

Legal Considerations:

Activities that violate local, state, or federal statutes are prohibited.

In accordance with U.S. copyright law (Title 17, U.S. Code) users may not copy or distribute electronic materials without the explicit permission of the copyright holder. Responsibility for consequences of copyright infringement lies with the user.

The Algona 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.

Computer Policy Adopted 4/20/97

Reviewed & Retained: 5/17/95

Internet Policy Adopted: 10/16/96

Policies Revised, Combined & Adopted: 11/11/98

Revised & Adopted: 1/9/02

Revised & Adopted: 8/10/05

Revised & Adopted w/Wireless Access Policy Added: 2/8/06

Revised & Adopted w/Lap Top Policy Added: 12/12/08

Revised & Adopted: 12/16/09

Revised & Adopted: 7/10/13

Revised & Adopted: 3/8/17