

Internet Use Policy

Palmer Public Library Internet Use Policy

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 and to follow these rules and regulations.

Responsible, ethical use of such resources includes the following:

Using the resources available for education, information and recreational purposes only, not for unauthorized, illegal or unethical purposes.

Not to be used to send, receive, or displaying text or graphics which, may reasonably be construed as obscene.

Children under the age of 18 must have parental permission to use the internet. The Palmer Public Library assumes no responsibility for the use of the Internet by Children. It is not possible for the Library staff to control specific information children and youth may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not vouch for or endorse materials obtained electronically. It is the responsibility of the user (parent/guardian) to determine what is appropriate.

Misuse or abuse of an Internet Access computer will result in suspension of internet privileges. Persons using the equipment agree not to make any changes to the setup or configuration of the software or hardware.

Library staff is available to assist you in your use of these resources, but may not be familiar with every application you might wish to use. Library staff cannot provide in depth training concerning internet computer jargon or personal computer use. We may, however, be able to offer searching suggestions and answer questions.

Internet Use Rules and Regulations

1. All persons interested in using the internet must sign an Internet User Agreement Card from the Palmer Public Library. First time users will receive Internet Access information and policies. All children under the age of 18 must have parental/guardian permission. Children will have to have parents/guardians sign the permission slip in front of the librarian or other library personnel.
2. Use of the internet Access computer is on a first-come, first-serve basis. Those using the Internet Access computer will not have a time limit assigned but must agree, as a condition of use, that if anyone else is waiting, they will make the computer available if they have been on for a period of time. There are a total of three (3) computers available at this time with one of the computers given priority accesses to the librarian or library staff for use, you must ask permission to use that computer prior to logging on as a guest user. This computer will be clearly marked to insure no confusion
3. To send or receive e-mail you cannot use the library's email account. You must obtain your own private e-mail account. You may not set up an e-mail account with the libraries internet service provider. There are several free e-mail account providers available. The Library staff may not be available to assist in the setup of such accounts.
4. You may not use your own software programs on any of the Libraries computers. NO DOWNLOADING FILES off the internet onto the library's computers. You may download to a disk if possible, with permission of the librarian or library staff first. Also no saving files to the library's computer hard drive. You may use a personal storage device (flash/thumb/junk drive or CD) for this. This will help prevent viruses that can be problematic on public computers.
5. There is a charge for printing from the internet or any other documents you may want. Please refer to the Copier/Fax Rate sheet posted in the library for the cost of this service. Please let the librarian or library staff know that you plant to print so they may assist you in picking the proper printer for your needs, as misprints will still be charged. Library does have a scanner that is available for use please ask for assistance if you need to scan a document to your own personal storage device. Not all Library staff will be able to assist you with scanning, you may need to schedule a time to receive this assistance.
6. Absolutely no food or drink is allowed near computers.
7. Misuse of computers or internet access will result in the loss of your computer privileges. The length of suspension is at the discretion of the library staff and Board of Trustees.

The following should be but is not required to be followed:

First offense, loss of privileges for two (2) months. Second offense, loss of privileges for one (1) year. Due to the nature of the offense time of suspension may be increased or decreased as Librarian and Board of Trustees determine after reviewing all the evidence and damages that may have incurred.

1. NO Chat Rooms are allowed
2. If patron want to utilize the speakers on any computer, they must use head phones, the volume of the speakers must be set at a level that keeps other patrons from being disturbed. Headphones are available from Library staff; however no guarantees that they will be available for use. Headphone availability is on a first come first serve basis, with priority given to those with a specific need.

Internet Public Use Policy

In response to the advances in technology and the changing needs of the community, the Palmer Public Library endeavors to develop collections, resources and services that meet the cultural, informational, recreational and educational needs of the Palmer Community. It is within this context that the Palmer Public Library offers access to the Internet.

The Palmer Public Library does not monitor or have control over the information accessed through the internet and cannot be held responsible for its content. The internet is a global entity with a highly diverse user population. Library patrons use it at their own risk.

All internet resources accessible through the library are provided equally to all library users. All Library Internet users must sign the user agreement card. All persons under age 18 must have their card signed by a parent/legal guardian. Parents/Guardians, not the library staff, are responsible for the internet information selected and/or accessed by their children. Parents are advised but not required to supervise their children's internet sessions.

Confidentiality Policy

According to Iowa Code 22.7 the following public records shall be kept confidential, unless otherwise ordered by the court, by the lawful custodian of the records, or by another person duly authorized to release such information: The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected to committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

The Palmer Public Library will release information to the parent or legal guardian of a minor child for the purpose of recovering overdue materials and settling accounts for lost, late, or damaged material, and for other matters related to the recovery of materials or charges incurred by minor children for which a parent or legal guardian may be considered liable. However, information will not be provided to the parent or legal guardian who is merely attempting to determine what library materials a minor child is using.

Adopted February 2, 2012

Reviewed and approved by the Library Board of Trustees February 2, 2012

Kay Swanson, President

Library Board of Trustees