MARSHALLTOWN PUBLIC LIBRARY
COMPUTER USE, INTERNET ACCESS AND SAFETY POLICY

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The purpose of this policy is to recognize the importance of internet access for patrons and to outline access and usage in library facilities. Internet access is critical to accessing information, participating in work and educational opportunities, maintaining social relationships, and sharing in cultural and leisure activities. The Marshalltown Public Library is committed to offering reliable internet to its patrons. Computers are available for public use during regular business hours, except during times of routine or emergency maintenance.

The internet is an unregulated global computer network. The Marshalltown Public Library provides public access to the internet in order to augment the community's educational resources and provide equal access to that information for all individuals in the community. The Marshalltown Public Library cannot guarantee the accuracy and/or authenticity of information discovered through this resource. Patrons who find information or subject matter that is erroneous, out-of-date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.

Persons wishing to use library computers must log in using their own library account number or may request a guest pass.

Internet access computers located by the Information Desk are available for all patrons, both adults and children of all ages. The computers located in the Youth Department are available to youth of all ages and adults accompanying children. The computers located in the Café, a teen/tween space, are available to youth in 5th grade through teen.

Filtering software is used to filter out proxy sites, sites which are used for illegal downloading of materials, obscene materials as defined by Iowa Code Chapter 728.1, and sites that pose a security risk to the network. Internet access on Library computers is subject to content filtering for compliance with the Children's Internet Protection Act (Public Law 106-554 Sec. 1703), which requires filtering for visual depictions that are obscene, child pornography, or harmful to minors. No filtering software is 100% effective, and it is possible that sites will be overblocked or underblocked by this software. Patrons may request sites to be whitelisted or unblocked if they were blocked in error. Patrons ages 17 or older may request unfiltered access for bona fide research or other lawful purposes.

An internet user who does not conform to library policies may lose his or her internet privileges for the day or a longer period of time.

Users of the Marshalltown Public Library's public access computers should be aware of the following:

- The library holds the position that only parents and legal guardians have the right – and the responsibility – to monitor and control their own minor children's access to the internet and to information obtained from the internet.
- The library cannot guarantee confidentiality over the internet. Patrons entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk. The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's internet service.
- The library is not responsible for work or information lost due to computer or system malfunction.
- Anyone downloading or printing materials should be aware that the same copyright restrictions apply to online materials as print materials. The library is not responsible for copyright infringement by a patron.

Inappropriate use of a computer can be a felony. Patrons shall comply with all federal, state, and local laws, including but not limited to:

- Library patrons may not use the library's internet access to view, print, distribute, display, send or receive images, or graphics of material that violates laws relating to child pornography.
- Library patrons may not knowingly exhibit or display any material which is harmful to minors in its content or material that is obscene in any place of public accommodation where minors are or may be present and where minors are able to view the material, as discussed in Iowa Code ch. 728.2.
- Library patrons must adhere to all copyright laws and may not copy or distribute materials (e.g. with the use of file sharing software) without the permission of the owner. Patrons who do so may be subject to criminal and civil liability.
- Library patrons may not knowingly disrupt or interfere with network services and other customers, including but not limited to unsolicited advertising, harassment, defamatory statements, or the propagation of computer viruses, worms, or hacking.

Rules and Guidelines for Public Computer Station Use

a) Public computers are available without charge to library patrons on a first-come, first-serve basis.
b) Patrons wanting to use the computer stations must sign-in using our PC Reservation sign-in system. To sign onto PC Reservation, you will use your library card number and a PIN. Those who do not have a card or have forgotten their card can get a guest pass to log on.
c) Patrons get 90 minutes of internet time per day with their library card or guest pass. If there are sufficient open computers and the patron needs more time, patrons can request one extension of 90 minutes on their card if they do so **before their original time is up.**
d) Only 1 or 2 people at each computer.
e) No food or drinks near the computers.

f) Patrons must conform to the library's Appropriate Behavior Policy, available at any service desk and posted at both entrances to the library. Noise, inappropriate language, or any activity that infringes upon another patron's enjoyment or use of the library is not allowed.
g) Printing costs are 25 cents per page for black ink, and 50 cents per page for color. Pay at the print release computers at the Copy Center,or Information Desk, or at the Youth Desk.
h) Everyone using the library's computers should be knowledgeable in basic computer operation. Only minimal assistance, as time permits, can be offered by Information or Youth Desk staff.
i) Patrons may download information to their own USB (flash, thumb) drives. The library's public access computers delete all files that a user has saved after they log off—flash drives are available for purchase for $5 at the Check-Out Desk.
j) Computers set aside for use for genealogy research and microfilm usage are for those purposes only. Patrons who are found to be using them for other purposes will be asked to use a public computer.

Wireless Internet Use:

- Anyone using our internet service - including via wireless - are subject to the Library's Computer/Internet Access Policy and the Library's Appropriate Behavior Policy.
- In order to maintain a relaxing atmosphere, headphones must be used when viewing audio/visual materials (unless in a study room, meeting room, or Café). Users can bring their own headphones or earbuds can be purchased at the Information Desk for $1.00.
- Wireless internet is available on the MarshalltownPublicLibrary network. No password is required, but users should keep in mind that this is an unsecured network; patrons use at their own risk.
- Marshalltown Public Library's internet connection may be temporarily down for maintenance or due to technical difficulties.
- Wireless Printing is available through our print management system. Find instructions on library wireless printing here: https://www.marshalltownlibrary.org/about-us/print-from-anywhere/