**INTERNET AND COMPUTER POLICY**

The Cresco Public Library is pleased to provide access to the Internet through the use of our public computers. The purpose of providing public Internet access is to expose the public to the world of information available on the Internet and to provide equal access to that information for all individuals in the community.

Since the Internet is a global electronic network, providing access to the information available on the Internet does not constitute endorsement of the content by the Library. The Cresco Public Library expressly disclaims any liability or responsibility arising from the access to or use of information returned from the Internet.

Iowa Law places no prohibition on the use of appropriate material for educational purposes in any public library. It does, however, place limitations on those who knowingly disseminate or exhibit obscene material so it can be observed by a minor. Library staff members may request that individuals cease to view or listen to works that threaten the safe or comfortable environment of the library or interfere with the conduct of library business, in accordance with the Cresco Public Library’s Library Conduct Policy.

As is the case with other materials in the Library’s collection, any restriction of a child’s access to the Internet is the responsibility of the parent or legal guardian. The Cresco Public Library cannot act as a substitute parent. Parents or legal guardians are advised and encouraged to supervise their children’s internet sessions.

The following rules govern the use of the library computers:

Patrons wishing to use a public computer must sign up for a time slot at the front desk. There is a 1-hour time limit for public access computers. If no one is waiting, additional time at the public computers may be granted. However, if use of a computer results in disruption of library services or if behavior becomes inappropriate, the Library reserves the right to end the computer session at any time.

Patrons may reserve a computer no earlier than one day in advance. Patrons who have reserved a computer must arrive no later than 10 minutes past their scheduled time or reservation will be cancelled.

Cost of printing is .25 cents per page for black and white copies and .50 cents up to 1/2 page and $1.00 for full page color copies.

A flash drive may be used to save information from a computer. The library is not responsible for any loss of data or damage to flash drives when used in library computers. Although the library uses anti-virus software on its computers, absolute protection is not guaranteed.

You may not be able to always go the places on the Internet that you want to visit. These problems are beyond the control of the Library Staff.

Patrons are expected to be knowledgeable in basic computer operations. Library Staff does not offer individualized instruction.

The computers will be shut down 10 minutes before the library closes.

Misuse of the Internet and computer policy will result in the loss of Internet access privileges.

The length of the suspension is:

**First misuse One (1) day loss of privileges**

**Second misuse One (1) month loss of privileges**

**Third misuse Permanent loss of privileges**

**MAINTENANCE:**

The library will be responsible for regular maintenance of the computers and printers and will pay for any repairs necessitated by regular wear and tear of the machines.

Should any damage to the computer or printer result from misuse or recklessness by any individual, that individual will be responsible for all repair costs.

**SOFTWARE:**

Any software program purchased by the library will be available for public use. Copyrighted programs cannot be copied or backed up. Any individual found copying a copyrighted program will have their computer privileges permanently suspended.

**ONLINE RESOURCES:**

The library provides a variety of online resources that are available to the public while using them at the library free of charge. An individual wanting to access online resources outside of the library must acquire a library card.

**STAFF ASSISTANCE:**

It is the intent of the Board and the staff to provide the computers for public access. Patrons will be responsible for providing the time and effort it takes to make the machine meet their individual expectations. Staff is available to help with basic issues, however, staff is not available to manage a patron’s personal business or accounts, file professional documents or type resumes. Patrons must provide their own personal assistants in each of these cases.

**\*WARNING**: Although we use a virus-checked/disinfectant on all public access computers, this will not completely protect you from the chance of getting a virus. The Cresco Public Library is not responsible for damage to a patron’s disk, flash drive or device, or for any loss of data, damage or liability that may occur from patron use of the library’s public access computers.

Portions of this policy were adopted from the Perry Public Library Policy.

Policy originally adopted 3/15/16.

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