

# **Fort Dodge Public Library**

## **Computer Use Policy**

### **Purpose**

The Fort Dodge Public Library recognizes that computer access is a necessity of modern life. It is critical to accessing information, participating in work and educational opportunities, maintaining social relationships, and sharing in cultural and leisure activities. The library is committed to providing public access computers for Internet access, word processing, and other software programs.

### **General Policies**

The Fort Dodge Public Library utilizes special software programs to manage access to its computers, printing services, and to preserve computer configurations.

Public access computers are available on a “first come, first served” basis.

All patrons, regardless of age or ability, will have access to the library’s public access computers.

Individuals who do not have a library card or do not have their library card with them must present photo ID at the Checkout Desk to use the library’s computers.

Children without their library card/photo ID may be allowed to use the computers after answering a few questions to establish their identity.

A patron’s access to the public computers will be suspended if her/his account is not in good standing. A borrower’s account is considered to be in good standing if it has less than \$20.00 in fines/fees and/or no lost or overdue items on it.

Individuals may use a public access computer for no more than two (2) hours per day. Exceptions may be made for students taking exams or participating in online educational courses or for individuals completing application forms/tax forms/etc.

There is a limit of two people at a computer at any one time.

Public access computers in the Children’s Department do not have access to the Internet and are preloaded with educational software for children. They may be used for 30 minutes per day. No library card or pass is needed to use these computers.

Computer users are expected to comply with all Fort Dodge Public Library policies and procedures.

Each user is responsible for complying with copyright law and adhering to software licensing agreements, as well as all local, state and federal laws including, but not limited to, those concerning fraud, privacy, or obscenity.

A patron may only use her/his own library card to access the library’s computers. The use of someone else’s card will result in immediate termination of a computer session. Repeated use

of someone else's card to access the computers will result in suspension or loss of access to the library's computers.

Library staff reserves the right to end a person's session for any reason including, but not limited to, misconduct, misuse of equipment, attempts to circumvent library security software, illegal use of the computer, or hardware/software malfunctions.

Headphones must be used while listen to audio/viewing video. Patrons may bring their own or purchase earbuds at the library.

Repeated or serious violations of this policy will result in suspension or loss of access to the library's computers.

Computer users may print to the networked public printer, at the cost posted near the printer.

Anything downloaded, installed, or saved to one of the library's public access computers will automatically be deleted at the end of the day.

Computer use records are confidential and the library does not retain them. Users should log out at the end of their session to ensure privacy.

Software availability may change without notice.

The library is not responsible for damage to any device or disc used in its computers.

Any damage to library equipment will be assessed on an individual basis by the Library Director or the Library Board of Trustees.

No food or drinks are allowed near the library's computers.

Library staff cannot provide in-depth training on personal computer use or the Internet. The staff may be able to offer searching suggestions and answer questions. Internet, word processing, and other computer books are available for patron use.

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