

## **Des Moines Public Library**

### **Internet Use Policy**

Public internet users are expected to follow the guidelines of the Des Moines Public Library Customer Behavior Policy.

#### **A. Accessing Internet Workstations**

1. Users must use their own library card.
2. Library card users are limited to a period of two hours. Guest users are limited to two hours.
3. Each building will set a limit for the number of users permitted at a workstation at one time.
4. Users are responsible for the cost of pages printed. Those unfamiliar with printing from the Internet are encouraged to seek staff assistance when attempting to print for the first time.
5. Internet workstations automatically shut down fifteen minutes before closing time.

#### **B. Staff Assistance**

The library staff cannot provide in-depth computer training outside the computer training classes, but will attempt to answer basic questions or help users locate resources on the internet. Staff can also provide information on where to get appropriate training. Books, manuals, and other reference sources will also be made available.

#### **C. Access for Children**

As with other library materials, monitoring of a child's access to the Internet is the responsibility of the parent or legal guardian. Supervision must be provided for children under the age of ten.

#### **D. Prohibitions and Sanctions**

1. Users are prohibited from viewing material deemed inappropriate for a public setting.
2. Users are not permitted to install, delete, or modify library hardware or software.
3. Files saved to the computer are automatically deleted at the end of each user's session.
4. Misuse of the computer or Internet may result in the loss of Internet privileges.
5. As with printed material, not all Internet resources provide accurate, complete, or current information. It is the responsibility of individual users to evaluate the validity of all information found.

### **E. Supported Functions**

1. Library Internet access is intended as an information resource therefore, the following Internet protocols are **not** supported: Usenet newsgroups, Telnet, Internet Relay Chat (IRC), and File Transfer Protocol (FTP).
2. The library's choice of browser as well as sound, video, and other browser plug-ins that exploit the multimedia capabilities of the Internet will be incorporated through careful selection by the library and the City of Des Moines Information Technology Department.

### **F. Legal Considerations**

1. Activities that violate local, state, or federal statutes are prohibited.
2. Copyright law (Title 17, *U.S. Code*) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Des Moines Public Library expressly disclaims any liability or responsibility resulting from such use.
3. The Des Moines 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. Persons accessing the Internet through library wireless connections or computers provided by the library shall hold harmless the Des Moines Public Library, the Library Board of Trustees, library staff, and the City of Des Moines for any information, photo, graphic, appearance, sound, transaction or other communication experienced or caused by accessing the Internet through the library.

Adopted by the Des Moines Public Library Board of Trustees September 16, 1998.  
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