**LeClaire Community Library**
**Wired and Wireless Internet Usage Policy**

The mission of the LeClaire Community Library is to provide the public with timely access to information through a wide variety of materials, appropriate technology, and a well-trained staff.

The Internet offers information that can be personally, professionally and culturally enriching. Resources contained within the global electronic network cover a wide variety of material and diverse viewpoints, which may or may not be accurate, current or reliable. LeClaire Community Library cannot control or monitor the vast materials available via the Internet, and encourages all patrons to be informed users and carefully evaluate any information found.

A. Conditions and Terms of Wired and Wireless Internet Use in the Library:

1. LeClaire Community Library will manage the use of the Internet in a manner consistent with all the library's policies including those policies regarding Customer Conduct and the Unattended Children Policy. These policies are available at the library's circulation counter and on the library's website at http://www.leclaire.lib.ia.us/librarypolicy. Failure to use the Internet appropriately and responsibly will result in suspension of computer use privileges.

2. Activities that violate local, state, or federal statues are prohibited.

3. The library affirms the right and responsibility of parents or guardians to guide, determine, and monitor their children's use of library materials and resources. Parents or guardians, not the library staff, are responsible for the information selected and/or accessed by their children while using the Internet.

4. Privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. Customers are urged to respect the sensibilities of others when accessing information that may be reasonably be offensive to someone else. Use of library Internet to display or disseminate sexually explicit or sexually suggestive material is prohibited.

5. The LeClaire Community Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequence thereof.

6. LeClaire Community Library provides no protection or guarantee of safety regarding personal information or patron's personal equipment. It is recommended that patrons log out of any personal accounts, such as personal/work email, social media sites, etc. when their computer session is over. It is also recommended that the library's computers and wireless network are not used to transmit any financial, legal, or other highly confidential information.

B. Accessing Computer Workstations:

1. Before sitting at a Computer Workstation, users must log in their name and start time at the Circulation Desk.

2. Internet sessions are 30 minutes in length, based on demand.

3. Patrons may exceed the time limit under extenuating circumstances, such as applications, reports, testing, etc. Please alert staff if you require additional time.

4. Printing is permitted at cost: $0.15 per page for B/W prints and $0.25 per page for color prints. Please see staff if you need assistance.

C. Wireless Internet Connection

Wireless Internet access is available throughout the library building to anyone who has the necessary devices and software to access the Internet via an un-secured network. Wireless network users are responsible for knowing how to configure their own equipment. Staff members are unable to assist with personal computer related issues.

Due to insurance limitations and warranties, Library staff is not allowed to configure users' laptop or handheld computers, or install any devices or software on personal computer devices. *Library staff is unable to provide technical assistance for personal devices (tablets, laptops, etc.), cards, or configurations*. If you require assistance, please contact the equipment manufacturer.

D. Violation of Policy/Agreement

The violation of ANY terms of this policy/agreement may result in the suspension or revocation of Internet/Wireless/General privileges, according to the following schedule:

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| *1st Offense* | *Verbal Warning*<br>*Minors (patrons under 18 yrs. of age) will receive reminder that 2nd offense will result in parental notification. |
| *2nd Offense* | *Suspension of Internet privileges for 1 month.*<br>* Minors- Written parental notification of offense. |
| 3rd Offense | Suspension of Internet Privileges.<br>Patrons must petition the LeClaire Community Library Board of Trustees for reinstatement of privileges.<br><br>*Minors- Parental notification of loss of Internet privileges. |

Adopted 5/13/15 by the Library Board of Trustees