**Computer and Internet Use Policy**

*This policy provides guidelines for computer and internet use.*

In order to support the community’s informational, educational, cultural, and recreational needs, the Sergeant Bluff Public Library provides free internet access. Please note that our wireless network is not secure; the library is not responsible for any issues resulting from wireless access.

**USAGE GUIDELINES**

General usage guidelines are as follows:

* Sergeant Bluff Public Library staff members are not responsible for monitoring or controlling information accessed.
* Use of the Internet is open to the general public.
* Computers may not be reserved and are available on a first-come, first-served basis.
* Children under age 10 must be supervised by a parent or guardian. Parents or guardians are responsible for all information accessed by children under age 10.
* Sergeant Bluff Public Library cannot control content, quality, or accuracy of information accessed online. Patrons should carefully evaluate information obtained online.
* Individual sessions are limited to 60 minutes unless circumstances require longer sessions. Additional time may be approved by library staff.
* Patrons must respect the privacy of others who are using the computers.
* No more than two people may sit at one computer.
* Food or drink is not allowed near the computers.
* Patrons should not shut down computers when they are finished; library staff will power down computers at the end of the day.
* Patrons may not make changes to any computer settings.
* Library staff will provide assistance to the extent possible.

The Sergeant Bluff Public Library abides by all guidelines within the federal [Children’s Internet Protection Act](https://www.fcc.gov/sites/default/files/childrens_internet_protection_act_cipa.pdf). A copy is available at the library’s front desk.

**PROHIBITED PRACTICES**

Sergeant Bluff Public Library reserves the right to restrict or terminate computer privileges of anyone who does not practice responsible online access. This includes—but is not limited to—the following:

* Downloading or sending pornographic or sexually graphic material
* Violating copyright laws
* Participating in online harassment
* Attempting to make unauthorized entry into other computers
* Distributing unsolicited information
* Making any changes to the hard drives of library computers
* Damaging or destroying equipment, software, or data belonging to the library

**TECH SERVICES**

**Faxing:** 25 cents per page

**Copying:** 25 cents per page for black & white

 50 cents for color

**Printing:**  25 cents per page for black & white

 50 cents for color

*Please note, if students need copies for school, the price is 10 cents per page for black & white copies and 25 cents per page for color copies.*

**Notary Service:** $5

*Please note, we have a notary public for patrons who might need documents witnessed and signed. Please note that a notary is not an attorney licensed to practice law in Iowa and is not allowed to draft legal records, or give advice on legal matters.*

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