

Merrill Public Library  
Computer and Internet Use Policy

The availability of the Internet by the Merrill Public Library was done to provide patrons with another tool to obtain information. Any Library patron may use the public-access computers.

**Refuse Computer Privileges:**

The Library reserves the right to refuse computer privileges to any patron whose library card is suspended as a result of outstanding fines, charges, or other infractions.

**Time Limitations:**

The Library reserves the right to place time constraints on Internet use.

**Information Quality:**

It is your responsibility to evaluate the quality of the information accessed. The Library cannot accept responsibility for the accuracy of its content. If you feel information obtained through the Internet is inaccurate or offensive, we suggest you contact the original producer or distributor of that information.

**Use by Minors:**

PARENT ARE STRONGLY ADVISED TO MONITOR THEIR CHILDREN'S INTERNET USE. The Library does not act in place of or in absence of the parent and is not responsible for enforcing restrictions which a parent or guardian may place on a minor's use of the Internet.

**Suspension of Internet Privileges:**

All patrons accessing Internet content or services share a single Internet connection through the Library. Therefore, excessive or inappropriate use of that connection is prohibited and grounds for suspension of Internet privileges. Excessive use includes but is not limited to excessive email generation (spam), peer-to-peer networking downloads, and media or software piracy.

All patrons using the computers provided by the Library are using a communal resource that must be maintained for the entire community. Therefore, installation of any software on the Library's computers must be cleared by the Library Director before installation. Failure to do so is grounds for suspension of Library computer privileges.

#### Audio:

Audio materials may be accessed as long as the patron is using headphones/earbuds to contain the sound, and the volume is low enough to be inaudible to close bystanders.

#### Printing/Copies:

The cost of printing/making copies is \$.10 per page either in black & white or color. If a patron is unable to pay at the time print goods are made, the items will stay at the library until they are paid for. The library will request contact information from the patron so a bill may be sent out. Patrons will have 3 days to come and pay for their print goods before a bill is sent. The patron will not be able to print/make copies until payment for the original print goods is settled. Patrons will still be required for any print goods if they decide they no longer want them.

#### Offensive Information and Pornography:

The Library's computers are in a public area and are shared by patrons of all ages. Therefore, users are not to access potentially offensive information or images not consistent with community standards.

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 that 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 and comfortable environment of the library or interfere with the conduct of library business.

The Library reserves the right to classify any action, access or operation on computers and/or electronic devices as inappropriate or unacceptable, including but not limited to:

- Information which is considered pornographic, violent or obscene.

- Information which results in the harassment of others.
- Information which in any way violates State or Federal law. (Including but not limited to Child Pornography – It is illegal to view, print, distribute, display, send or receive messages, or graphics of materials that violate laws relating to child pornography).

Patrons are urged to respect the sensibilities of others when accessing images that may reasonably be offensive to someone else. Privacy while using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others.

#### Copyright:

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. Use of the Library's Internet connection in an illegal, disruptive, or destructive manner may result in the loss of Internet or Library privileges.

#### Consequences:

Enforcement of these rules may take the form of any of the following actions, depending upon the severity of the misconduct as determined by the staff on duty or Director.

- Patrons who engage in misconduct will be given one warning and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning may be asked to leave the Library.
- Patrons who engage in misconduct that in the judgment of a staff member is extreme will be ordered to leave the building immediately.
- If necessary, the designated Person in Charge may call the police.
- Patrons who engage in repeated or egregious misconduct may receive a written notice or be subject to additional action, including being banned from the Library.

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