



Technology Usage Policy

The Le Mars Public Library utilizes a FortiGate 60E appliance for the Patron network and maintains an active UTM subscription for CIPA compliance.

The Library complies with the United States Copyright Law, Children's Internet Protect Act, and all other federal, state and local laws relating to the use of the Internet and other electronic media.

Le Mars Public Library provides access to technology & the Internet as part of its mission. Even though the library has filtering enabled, the library has no control over the information accessed through the Internet and cannot be held responsible for its content. As with other library materials, the library affirms responsibility of parents or guardians to guide their own children's use of the Internet and other technology available through the library.

To use the library's computers individuals must be library cardholders in good standing. Computer users will be asked to agree to the Technology Usage Policy when they apply for a library card.

Library cardholders can login to a computer with their library card number (barcode). Residents of the City of Le Mars and Plymouth County will be asked to register for a library card.

Visitors can use computers with a Guest Pass if they show a valid ID each time they visit. (See circulation policy for possible ID options.)

Patrons cannot use another person's library card for computer access.

The Library supports the right to privacy and confidentiality (Iowa Code Chapter 22.7) of its patrons and maintains no records of what patrons view. However, the Library cannot guarantee confidentiality over the Internet. Patrons entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk.

Unauthorized changes to the setup or configuration of library equipment are not allowed.

Misuse or rough use of library equipment (mouse & keyboard) is not allowed.

Illegal use of Library's technology (Internet, Wi-Fi or library equipment) is prohibited. It is illegal to use the library's internet service to access, view, print, distribute, display, send or receive images or graphics of material that violates laws relating to child pornography. (Iowa Code Chapter 728) It is also illegal to view pornography in an area where children may be present.

The Library is not responsible for documents or information lost due to computer/internet service malfunction.

Patrons may download information to their own external drives, while assuming all liability for computer viruses or malware exposure that might occur.

Library staff members are not able to provide in-depth computer assistance but will answer questions and help users locate resources on the Internet as time allows. For in-depth assistance patrons can use "Tech Tuesday" services.

Library staff can provide basic instructions for personal devices, but library staff do not generally handle or operate a customer's personal device or change their settings. Staff members are not responsible nor liable

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for any damage to a personal device and/or any loss, damage, alteration, or corruption of any software, data, operating system, or files that may result from a request for assistance.

Library staff are not allowed to complete online forms that contain personal data for an individual. Individuals who are not comfortable using a computer are encouraged to bring a friend or family member to help them complete online forms.

If people need to conduct a phone conversation while using a computer, they should notify the staff before starting a session. If possible, accommodation will be made to find a workstation that does not disturb the public.

Disruptive behavior at the computer stations is not allowed. The use of any audio, personal communication or computing device in a manner that is disturbing to other patrons is not allowed. Cell phones should be set to silent or vibrate and device speakers should be muted or used with headphones.

Application of policy guidelines:

- Anyone using our Internet service - including via wireless - is subject to the Library's Technology Use Policy and the Disruptive Behavior Policy.
- All computer users must present a current library card in good standing. "Good Standing" is defined by the Circulation Policy.
- Residents of Le Mars and Plymouth County will be asked to register for a library card to access the public computers.
- Visitors can use the computers under a Guest Account if they show a valid ID each time they visit and have a signed Technology Usage Policy on file.
- Two users per computer are allowed if space permits.
- Usage is limited to two hours per day. The library staff may adjust this limit on a case-by-case basis.
- No reservations for computer workstations are accepted, unless deemed necessary by the staff.
- Computer access expires ten minutes before closing.
- Technology users are responsible for all print jobs they generate, even if the print outs are not as expected.

Print Fees:	Black & White	\$.20 per page
	Color	\$.50 per page
- Consequences of violating the Technology Usage Policy are:
 - 1st violation - warning
 - 2nd violation - loss of privileges for the day
- Consequences of violation may change based on the frequency & severity of the violation(s) and at the discretion of the library staff.
- A request for exceptions to this policy can be submitted in writing to the Le Mars Public Library Board and will be considered at the next regular monthly meeting.