

Oskaloosa Public Library  
Policy:

Internet Use

Adopted: April 1997

Last Revision: February 2007

The Oskaloosa Public Library offers free access to information resources on the Internet in response to advances in technology and to the changing information needs of the community.

**Disclaimer:** The Oskaloosa Public Library has no control over the content, quality, and accuracy of the information accessed through the Internet and is not liable for its content. Selection policies which serve to govern the library's purchase of written materials may not apply to material accessed on the Internet. The Library cannot control connection speed or individual site access.

**Youth and Children:** Children under the age of 18 must have written parental/guardian permission to use the Internet. (Permission forms are available at the Adult Reference desk or at the Circulation Desk.) Children ages 6 and under must be accompanied by a responsible adult. It is not possible for library staff to control specific information children and youth may locate on the Internet.

**Responsible Use:** Responsible and ethical use of the Internet includes the following:

- Using resources for educational, informational and recreational purposes only: not for unauthorized, illegal or unethical purposes.
- Not attempting to modify or gain access to files, passwords, or data belonging to others; not seeking unauthorized access to any computer system; and not damaging or altering software components of any network or database.
- Respecting the privacy of others using public access workstations by not interfering with their use.
- Not receiving or displaying text or graphics that may reasonably be construed as obscene.
- Misuse or abuse of Internet access will result in suspension of access privileges.

**Staff Assistance:** Library staff is available to give limited assistance in your use of the Internet, but may not be familiar with every application you might wish to use.

**Our records:** Your signature acknowledging that you have read this statement is required at the Reference Desk or at the Circulation Desk.

# Oskaloosa Public Library

## General Rules & Procedures for Internet Access

1. When signing up to use an Internet station for the first time, read the Internet Policy statement and sign our record book at the Adult Reference or Circulation Desk. Staff will then register you on the VendPrint Access Manager (VAM).
2. Youth and children under the age of 18 must have parent/guardian permission to use the Internet. Permission forms are available at the service desks.
3. Internet stations will be available at the Library during regular open hours. Access is on a first come, first serve basis. The library may occasionally close the labs for equipment upgrades or special events. Signs will be posted prior to any anticipated lab closings.
4. Using the VendPrint Access Manager:
  - After initial sign-up for the system with a staff member, you will use the VAM Kiosks to manage your own sessions.
  - Sessions are limited to 60 minutes. A one-time session extension is available if no other patrons are waiting. If you use your full time allotment, the VAM system will prevent you from returning for another session later the same day.
  - Computers will automatically shut down 15 minutes prior to closing.
  - Using another person's card to access the computers will result in suspension of computer privileges for both the lender and lendee.
5. No more than two people are permitted at a station at a time. The person who signs in to use the computer must be the one operating the computer.
6. You may not use your own software programs on the Internet stations. This will help to prevent computer viruses, which are common on public computers.
7. Computer printouts may be picked up and paid for at the service desks. The cost is 20¢ per page.
8. Do not download any files onto the hard drives of the Internet stations. You may bring your own disk or removable drive to save files. CD-Rs and 3.5" disks may be purchased at the reference desk.
9. Theft, damage, introduction of viruses, or other misuse of the computer or Internet access will result in the loss of your Internet privileges. If deemed liable, you will also be assessed charges to cover the cost of repair or replacement of hardware and/or software. Deliberate attempts to infiltrate any computer, computer system, and/or restricted data files will also result in the loss of privileges.