Mediapolis Public Library
Computer & Internet Use Policy

Adopted by the Mediapolis Public Library Board of Trustees
Adopted: March 15, 2004
Last reviewed: August 8, 2023

Purpose

The Mediapolis Public Library provides public access to computers, software programs, and a broad range of digital resources, including those available through the internet, in order to serve the educational and informational needs of the community. Use of these resources at the Mediapolis Public Library is a privilege, not a right.

Computer Use

General

- Each user must report to the circulation desk and check out a computer with a valid library card. Juveniles are able to use a parent/caregiver account if they have a computer use form signed by a parent/caregiver. Users must be in good standing, with no outstanding long-overdue materials or excessive fines on their account. The patron must advise the staff when they are finished with their computer session.
- Users under the age of 14 must have a Parental Consent form with the signature of a parent or legal guardian on file with the library in order to use the computers. The signature on this consent form acknowledges that the parent or guardian has read the form and the MPL Computer Use Policy and understands the position of the Library. The Mediapolis Public Library feels it is the responsibility of the parent to monitor and guide a child's information selection and will not take any responsibility for this.
- No more than two people at a workstation at any one time.
- No computer software or equipment may leave the building.
- No saving to the hard drive of any library workstation.
- A 1-hour time limit will be enforced for anyone using the computers to do anything other than school/work related reasons.
- A 2-hour time limit will be enforced to anyone that is using the computers for school/work related reasons.
- A time limit of 1/2 hour may be enforced if others are waiting to use the computer, with a total usage of time of 2 hours per day. This time limit may be extended at the discretion of the library staff.
- Users are responsible for the cost of pages printed. Those unfamiliar with printing from the library's computers are encouraged to seek staff assistance when attempting to print.
- Anyone causing disturbance to other patrons and staff while using the computers will be given one warning and if the behavior continues, they will not be permitted to use the computer again that day.
- No start up disks or software from outside the library permitted.
- The staff will assist with basic computer usage questions, but are not available on a regular basis for extensive training of users. Users are expected to have working knowledge of the computers and programs.

- The Library reserves the right to restrict or terminate computer use privileges of any patron who is misusing or abusing library equipment.
- Patrons are requested to return the computer to its home state of the Windows desktop leaving no application open for confidentiality purposes.
- No food or drink permitted near library computers and equipment.

Internet Use Policy
The Mediapolis Public Library can assume no responsibility for accuracy of any information accessed through the internet, nor can we control or monitor information accessed. Access to Internet sites from the Mediapolis Public Library is unfiltered.

Use
- In accordance with other MPL policies, use of the internet is open to all library patrons.
- The library staff cannot be held responsible for the use of the internet on a personal device by a minor in the library.
- All internet users must comply with our Computer Use Policy.
- The Mediapolis Public Library cannot control content, quality, or accuracy of any information accessed through the internet.

Staff Assistance
The Library staff, on a day-to-day basis, will help with computer and internet use as able and reasonable. However, staff members may not be familiar enough with a function to provide any help. Staff members are not available for extensive training except during scheduled training sessions. Library staff may refuse to help a patron access information that makes them uncomfortable.

Unacceptable Use
The Mediapolis Public Library reserves the right to restrict or terminate the internet use privileges of any individual not practicing responsible use of the internet. Unacceptable use includes:
- Any use of Mediapolis Public Library computers or internet access that is disruptive to other patrons or library staff in any way.
- Attempting to modify or gain access to library settings, files, passwords, or data.
- The use of personal equipment will not be permitted, with the exception of headphones, memory drives and compact discs.
- Downloading to the computer's hard drive.
- Damaging or destroying equipment, software, or data belonging to the library. This includes adding, altering, or deleting files or configurations on library workstation hard drives or other library equipment; violating network integrity, using software from outside the library on library-owned equipment, or using a virus-infected disk on a library computer.
- Disrespect of the privacy of other users.
- The library prohibits any use of library equipment to access material that is obscene, child pornography, or "harmful to minors" in accordance with all state and local laws.