

## Computer Use

The Urbandale Public Library offers access to computers and the Internet to support its mission to provide diverse resources for lifelong learning and enjoyment. The amount and diversity of information available through this medium augments the Library's collection, enhancing the ability to connect individuals with a broad range of ideas, information, and viewpoints.

### **Guidelines**

- A valid Library card or temporary guest pass is required. Individuals must be five years of age or older to obtain a guest pass.
- Computers may not be reserved. Usage is on a first-come, first-served basis.
- A maximum of six hours of computer time per day, per individual is allowed.
- A session, which is a maximum of three hours, may be extended if others are not waiting and the six hour per day limit has not been reached.
- Computers in the Youth Services Department are intended for use by individuals under 18 years of age or by a parent or caregiver accompanied by a child. Individuals 9 years of age or younger must be accompanied by a parent or caregiver. The caregiver must be 14 years of age or older.
- Computers automatically shut down five minutes before the Library closes.
- A fee is charged for all pages/sides printed regardless of content. Personal paper may be used but the entire printing fee is charged.
- Staff will provide assistance as time and expertise permit.
- Installation, modification, or deletion of software, hardware, or configurations on Library computers is prohibited.
- Files cannot be saved or downloaded to a computer's hard drive or the Library's network. A portable storage device must be used.
- The Library does not track or record Internet usage or other work done on public computers.
- Computers may not be used to engage in any activity which violates local, state, or federal law. Violations which could be considered illegal will be reported to local law enforcement. Local law enforcement may refer violations to either the Polk County Attorney or the Iowa Attorney General for criminal prosecution.
- The Library reserves the right to terminate a computer session for any reason.

### **Internet Disclaimer**

- The Library does not use filtering software, adhering to the principle of free expression established by the First Amendment to the Constitution.
- The Library cannot control or monitor the vast amount of material available through the Internet and is not responsible for its content. It is the responsibility of each individual to evaluate the accuracy, currency, completeness, validity, and appropriateness of material accessed.
- The Library is not responsible for monitoring a child's use of the Internet or for enforcing restrictions a parent or guardian may place on their child's use of this resource.
- The Library is not liable for any damage, cost, liability, or personal harm that may occur from use of the Library's Internet connection.
- The Library assumes no responsibility for the security or privacy of Internet transactions or activities.

- The Library serves as an Internet access point, not an Internet service provider and does not guarantee a connection to the Internet or a specific site.
- Although virus detection software is installed on Library computers, there is no guarantee saved or downloaded content will be virus free.

### **Property Disclaimer**

- Users assume all risk associated with use of Library computers, including risks associated with use of personal disks, data, or files on Library computers.
- The Library is not liable for any damage, cost, liability, loss, or personal harm that may occur to a user's disk, data, or files while using Library computers.
- By using Library computers, users are agreeing to indemnify and hold harmless the Urbandale Public Library, its employees, officers, representatives, and/or agents and/or the City of Urbandale, its employees, officers, representatives, and/or agents for any claim for liability and/or damages, including attorney's fees, arising from the use of a Library computer and/or from damage done to a user's disks, data, or files.

Failure to comply may result in the suspension of Library privileges, which includes exclusion from Library property. A multi-step disciplinary process outlined in the Library's Suspension of Privileges policy is followed. The Library reserves the right to advance the process if behavior warrants.

Adopted by the Urbandale Public Library Board of Trustees, May 20, 2015

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