**SHEFFIELD PUBLIC LIBRARY**

**Internet Policy**

**Updates go into effect July 1st, 2018**

The Sheffield Public Library (hereafter referred to as SPL) provides free, unsecured wireless Internet access and it is available for public use. This policy applies to all use of SPL’s wired or wireless Internet service, whether privately-owned or library-provided devices are operated. The password for personal devices is patron2014.

Libraries are a traditional forum for the open exchange of information in all formats. The SPL does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. As with other library materials, individuals must accept responsibility for evaluating the content of resources they view, read, or listen to. Some Internet information may be inaccurate, outdated, or personally offensive. User history is confidential and is not kept on file. The availability of information accessed via Internet does not constitute endorsement of that content by the SPL. The SPL expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet or any consequences thereof.

The SPL affirms the parents’/guardians’ right and responsibility to monitor the Internet information selected and or accessed by their children under the age of 18. Parents/guardians and only parents/guardians may restrict their children’s ability to check out a SPL device. Parents/guardians must notify the library if their child has a library card but is not allowed to check out a SPL device unless a parent is present. Parents/guardians are strongly encouraged to work with their children, monitor their sessions, and develop safe rules for the use of the Internet. The SPL cannot guarantee a minor will not be exposed to content on library or personal devices that they have not checked out.

Iowa law places no restrictions 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. Viewing or listening to works that threaten the safe and comfortable environment of the library, its patrons, staff, or interfere with the conduct of library business will result in loss of privileges. The length of the suspension of privileges is at the discretion of the SPL Director.

**Staff Assistance**

SPL staff cannot provide in-depth training concerning Internet use on library or personal devices. Staff may, however, be able to offer searching suggestions and answer questions.

**Procedures**

Please follow these rules and procedures to assure fair access and availability of Internet to all patrons.

1. Library devices shall be checked out at the circulation desk before use. Those that are 18 years and older may check out a library device on a guest pass if they do not have a library card.
2. Use of the library device is on a first-come, first-served basis. Sessions should be about 30 minutes to allow other patrons to use the library devices. Any amount of time greater than this, the user may be asked to end their session.
3. At the end of the session the user must return the station to the “home” position by closing all browsers.
4. Users shall not install or download programs or material from the Internet on the SPL devices.
5. Printer charges: $0.10 for black and white copies; $0.25 for color copies. Payment for all copies must be received at the end of the session at the main circulation desk.
6. Absolutely no food or drink is allowed around any library device.
7. Misuse or abuse of the library device, keyboard, mouse, or disc device will result in the loss of privileges. Hardware damage will also make the patron liable for repair or replacement of said equipment. The length of the suspension of privileges is at the discretion of the Director.
8. All users or young users with parent or guardian must work quietly at the assigned station.
9. A parent may have their session terminated if their unattended child becomes disruptive.
10. The Library cannot guarantee confidentiality over the Internet. Users will assume all risk/liability of personal information on the Internet.
11. Patrons much comply with all state and federal laws, including but not limited to the laws of copyright, computer crime, and obscenity.

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