

# **DRAKE COMMUNITY LIBRARY INTERNET USAGE POLICY**

## **PURPOSE**

Drake Community Library offers access to information on the Internet in response to advances in technology and to the changing information needs of the community. Internet access is one component of the library's mission to provide free and open access for all citizenry to the record of human thought and achievement.

## **CHOOSING AND EVALUATING SOURCES**

The Internet is a global electronic network that enables the library to provide information to patrons beyond its own collection. Library staff will identify, on the library's home page, specific starting points for searches that are appropriate to the library's mission and service goals. However, the Drake Community Library staff has no control over the vast array of information resources on the Internet. It is not possible to control

- the accuracy and validity of the information
- the availability of links users would like to visit
- the materials you may find offensive.

Users need to be good information consumers, questioning the validity of information.

## **STAFF ASSISTANCE**

Library staff will be glad to assist patrons in using the Internet, but they may not be familiar with every application you might wish to use. Because of the many applications available over the Internet, the library cannot provide complete technical support.

## **PRINTING AND DOWNLOADING**

Material may be printed at the cost of 10 cents per page. The printer is at the main desk. You will need to ask a staff member to retrieve your printouts.

## **RESPONSIBILITIES OF USERS**

### **Supervising children's use**

As with all materials in the library, any restriction of a child's access to the Internet is the sole responsibility of the parent, guardian, or caregiver. Parents are encouraged to work with their children to develop rules for the use of the Internet.

The Drake Community Library children's page provides children's search engines and links to children's sites recommended by the American Library Association.

### **By using a public Internet workstation at Drake Community Library you agree to the following guidelines:**

All users of electronic information resources are expected to use them in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow these rules and regulations.

Users must register for Internet use at the main desk.

Use of the computer will be on a first come, first served basis, with time restrictions imposed when necessary.

Users may not:

- Use the workstation to gain access to any network or computer system
- Make any attempt to damage computer equipment or software
- Make any attempt to alter software configurations
- Make any attempt to cause degradation of system performance
- Use the workstation for any illegal or criminal purpose
- Violate copyright laws or software licensing agreements
- Engage in any activity which is deliberately and maliciously offensive, libelous, or slanderous
- Use personal software on the Internet workstation
- Download any material from the Internet without staff assistance

Violations may result in loss of access. Unlawful activities will be dealt with in a serious and appropriate manner.

**HAVE FUN EXPLORING THE INTERNET, BUT REMEMBER THAT OFTEN YOU CAN FIND THE INFORMATION YOU NEED RIGHT HERE, IN THE LIBRARY'S BOOKS, PERIODICALS, AND DATABASES.**