

## **MASON CITY PUBLIC LIBRARY INTERNET USE/COMPUTER POLICY**

**Reviewed and Revised: March, 2011**

All persons requesting to use the internet at the Mason City Public Library must read these guidelines and view a waiver before first use. By agreeing to the on-screen the waiver, the patron agrees that internet or library privileges may be suspended or revoked if these guidelines are violated. Patrons are required to have a valid library card to use the computers.

Using someone else's card to access the internet is a violation of MCPL policy. Visitors must provide current, valid identification, and sign a visitor's waiver.

A parent or legal guardian is required to sign a consent form and to be present with a child under the age of 11 USING THE INTERNET. Children between the ages of 11 and 18 are required to have a parent or legal guardian sign a consent form before they may use the internet for the first time. It is assumed that only one person will be assigned to a workstation, except in the case of children under the age of 11. If a parent/legal guardian wishes to have a minor child barred from using the internet after the parent/legal guardian has signed a consent form for the minor child to use the Internet, the parent/legal guardian must come to the library in person to sign a note indicating this change in permission. We will not accept telephone calls concerning this issue.

Some internet users view adult material. While library staff **cannot** control and **will not** be responsible or liable, MCPL will attempt to address any complaints brought to our attention. **The MCPL reserves the right to restrict use of the internet computers for any reason.**

Internet usage is provided on a first come, first serve basis. Each patron is allowed a minimum of **one hour per day**. Time will be rationed when necessary. You may be asked to relinquish your workstation if: 1)you have been using a computer for at least one hour or have accumulated an hour's use in one day, 2)someone is waiting to use a computer, 3)you have been using a computer longer than anyone else.

Users of internet access computers are responsible for any equipment damaged through improper use. We cannot guarantee that patrons will be able to run all programs, access all websites or download data that may be available on the Internet. The name of anyone involved in, or suspected of, proliferating a virus will be turned over to legal authorities. Internet computers are for public use only.

Library staff is available to assist with general questions regarding internet log-on procedures; however, staff cannot provide technical support or personal training for computer or internet use. If a problem arises, do not turn off the computer, but report the problem to library staff.

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