



The Carlisle Public Library is committed to serving the informational, educational and recreational needs of its patrons. This goal is supported by providing the following for public use: computers, Internet access, wireless access, online databases and other technologies as they become available.

Internet users should be aware that the Carlisle Public Library does not monitor or control information accessed through the Internet. Since the Internet is a global electronic network, the Carlisle Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The library will not censor access to material and is not responsible for the availability or accuracy of information accessed from remote network sites.

Internet communications shall be considered private, and confidentiality will be provided within the limits of public environment, the technology of the equipment, and the requirements of law.

Patrons should also be aware that viewing certain materials in the public library may be considered improper in time, place or manner. They must respect the rights of other library patrons to not be inadvertently exposed to material and images, which could be considered offensive. The Library reserves the right to end a computer or Internet session at any time if it is creating a disturbance.

Unlawful use of the Internet is prohibited. Patrons who engage in unlawful use (including, but not limited to, Iowa Code Chapter 728 and U.S. Code Title 17) of the Internet will have Library privileges suspended and may be prosecuted.

The library is not responsible for any damage, theft, alterations, interference or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the library. All virus and security protection is the responsibility of the user.

As with other Library materials, restriction of a child's access to computers or the Internet is the sole legal responsibility of the parent/legal guardian. Library staff cannot act in loco parentis (in place of the parent/guardian).

*Adopted by the Carlisle Public Library Board of Trustees on 09/09/2010 - Revised by the Carlisle Public Library Board of Trustees on 2/13/2014*

- **Food and beverages are not allowed at desktop or laptop computer workstations.**
- **Patrons must sign in at the front desk to use a Library computer.**
- **Any patron in good standing is entitled to one 30 minute computer session per day.** A patron is in good standing if he/she has less than \$12.99 in fines. If no



one is waiting, patrons may use the computer for more time. Unless a reservation is made, the library computers operate on a first-come-first-served basis. The library respects users' privacy and rights to access by not prioritizing use based on age, intent of use, or any other discriminating variable.

- **Reservations may be made in advance for computer use by contacting a library staff member.** If a patron is more than 10 minutes late, he/she may forfeit the reservation if there are others waiting for a computer.
- **First time users 14 years of age and over** may use the computers after reading copies of the Computer & Internet Use Policy and Procedures and verbally agreeing to follow those guidelines.
- **Computer users under 14 years of age** must have a parent or guardian read the Computer & Internet Use Policy and Procedures and sign the Minor Computer Use Permission Form before using library computers.
- **Computer workstations are limited to two users at a time.** Computer users must be considerate of others and maintain low noise levels. Users who are disruptive to other patrons will be required to leave the area at the staff's discretion.
- **Users are responsible for ALL pages printed or copied.** Black and white copies or print outs are \$.20 per side, per page, and color copies or print outs are \$.40 per side, per page.
- **Users are not permitted to install, delete, modify or damage library hardware or software.**

**Use of Library Laptops is limited to the inside of the library building for those who qualify.** To use a Library Laptop, a patron must sign in, be in good standing, AND give library staff his/her state issued ID to be kept until the laptop is returned to the desk in the same condition in which it was loaned out.

*Adopted by the Carlisle Public Library Board of Trustees on 01/12/2010*



**CARLISLE PUBLIC LIBRARY  
MINOR COMPUTER USE PERMISSION FORM**

As the parent or legal guardian of \_\_\_\_\_,  
(print child's name)

I grant permission for my minor child to use the computers at the Carlisle Public Library.

I have read the Library's Computer and Internet Policy and procedures and discussed them with my child.

Knowing that some materials on the Internet may be objectionable, I accept personal responsibility for the guidance of my child's Internet use.

I further accept responsibility for and will hold the City of Carlisle and the Carlisle Public Library harmless from any damages caused by my child's use of the Internet, whether such damage is to hardware/software, or by virtue of a claim by any party alleged to have been damaged from any material or comment posted by my child on the Internet.

Date \_\_\_\_\_

Signature of Parent or Legal Guardian \_\_\_\_\_

Telephone Number \_\_\_\_\_

Child's Birth Date \_\_\_\_\_