

CHAPTER 7  
INTERNET USE POLICY

PURPOSE

Access to the Internet is provided to enhance the state library's collections of information resources. It is intended for the educational and informational use of the library's customers. Sales activity, distribution of advertising and those unapproved uses defined under the Code of Iowa are prohibited. (See Iowa Code chapter 728)

**286—7.1(256) Rights and responsibilities.**

**7.1(1)** The state library expects the use of all its electronic sources such as the Internet to be responsible, ethical, and legal, and consistent with the purpose for which those resources are provided. The state library complies with the Children's Internet Protection Act (Pub. L. No. 106-554 and 47 USC 254(h)). To this end:

*a.* The state library affirms the right of every individual to have access to constitutionally protected material as stated in the library's collection development policy.

*b.* Parents or guardians, not the library or its staff, are responsible for the Internet use by their children.

*c.* Internet access is provided in a public area shared by users of all ages, backgrounds, and sensibilities. Users should consider this when accessing potentially controversial information and images.

*d.* The state library reserves the right to ask users to discontinue the display of information and images which cause a disruption.

*e.* Users should respect the privacy of other Internet users by not observing what sites others are accessing.

*f.* Users will not misrepresent themselves as any other user; will not attempt to modify or gain access to files, passwords, or data belonging to others; will not seek unauthorized access to any computer system; and will not damage or alter software components of any network or database.

*g.* Illegal activities subject to prosecution include:

(1) Destruction of or damage to equipment, software, or data belonging to the library;

(2) Violation of computer system security or system configuration;

(3) Violation of the copyright laws of the United States;

(4) Downloading or provision of child pornography or display of pornography where it may be seen by children.

*h.* To the extent practical, steps shall be taken to promote the safety and security of users of the Internet when they are using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications.

*i.* Safety and security of minors.

(1) Prevention of inappropriate network usage.

1. Technology measures shall be used to prevent unauthorized access and other unlawful activities.

2. Technology measures shall be used to prevent unauthorized disclosure, use, and dissemination of personal identification information.

(2) Prevention of access to inappropriate material.

1. Technology protection measures, i.e., Internet filters, shall be used to block or filter access to inappropriate material on the Internet.

2. Blocking shall be applied to visual depictions of material deemed obscene, to child pornography, or to any material deemed harmful to minors.

3. Technology protection measures may be disabled by library staff for adults or, in the case of minors, minimized for bona fide research or other lawful purposes.

**7.1(2)** Violation of this computer use policy shall result in the loss of computer privileges and may lead to financial responsibility. Illegal activities will be prosecuted.

[ARC 2625C, IAB 7/20/16, effective 8/24/16]

**286—7.2(256) Access to Internet computers.**

**7.2(1)** The Internet is available for any user who visits the state library. Access is on a first-come, first-served basis. Appointments are not accepted, but users are welcome to call ahead to check availability.

**7.2(2)** Internet computers are available for use during the library's normal business hours. Use must be completed 15 minutes prior to the library's closing. The Internet may be unavailable due to unforeseen problems with hardware, software or telecommunications.

**7.2(3)** State employees have unlimited Internet use. Non-state employees can use the Internet up to one hour each day.

**7.2(4)** While respecting individual users' right to privacy, state library staff reserves the right to monitor use of Internet workstations to ensure compliance with this policy. Staff may ask users to remove themselves from library equipment if observed behavior is in conflict with this policy.

**7.2(5)** Staff use of computers for research and maintenance may, at times, supersede users' access.

[ARC 2625C, IAB 7/20/16, effective 8/24/16]

**286—7.3(256) Costs.** Rescinded **ARC 2625C**, IAB 7/20/16, effective 8/24/16.

**286—7.4(256) Internet services available.** Rescinded **ARC 2625C**, IAB 7/20/16, effective 8/24/16.

**286—7.5(256) Downloading and saving files.** Downloading and saving files to the user's own portable device is allowed. Files saved to the computer's drives are erased at the end of each user's session.

[ARC 2625C, IAB 7/20/16, effective 8/24/16]

**286—7.6(256) Staff assistance.**

**7.6(1)** State library staff will answer basic questions about Internet use or help locate resources. Internet reference books are available in the library's collection.

**7.6(2)** Staff reserves the right to waive the procedures contained in this document as circumstances warrant.

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These rules are intended to implement Iowa Code sections 256.51 to 256.56.

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