



## HALSEY CITY LIBRARY POLICIES

### MISSION

### GOALS/PHILOSOPHY

### COLLECTION DEVELOPMENT

### CIRCULATION

### LIBRARY USE

Library Membership Fees

Fines

Usage Period

Excess Over Due Items

Replacement Book Costs

Reserve Book Request

New Book Policy

### CODE OF CONDUCT

### DONATIONS

### FOOD AND BEVERAGES

### COMPUTER USE

The Halsey City Library offers the use of computers and internet access as a free service to its residents and people from the surrounding communities. Computers may be checked out on a first-come, first-serve basis. Computers may be checked out for 60 minute increments. If no one is waiting, they may be used for an additional 30 minutes.

- Please do not try to download or install software or change settings on the computers. If you do, you may lose computer privileges.

- Please turn in the computer 5 minutes before closing. If you need to print something, please bring that to the desk at least 10 minutes before closing. Staff reserves the right to refuse to print large files after closing.
- Do not access pornographic or obscene materials. If you do, you will lose computer privileges. Library staff reserve the right to end Internet sessions when sexually explicit or pornographic materials are displayed.
- Library staff can and may review browsing sessions if it is deemed necessary. The computers are property of the City of Halsey. Privacy is not guaranteed.
- Please be courteous to other users and to Staff. The Halsey City Library requires computer users to respect the rights and sensibilities of other users of this community space. Users should refrain from the use of Internet sounds and visuals that may disrupt the ability of other people to work.
- Children between the age of 14 and 17 must have a signed parental consent form on file with the Library in order to use the computers alone. Children under the age of 14 must be accompanied by an adult.
- **Saving:** You will not be able to save your work to the computer drives. Please bring a USB drive on which to save your work. There may be USB drives available for purchase from the Library, please check with a staff member if you need one.
- **Printing:** Printing can be done at the office. You will need to save your work to a USB drive. Prices are 10 cents per black and white page, \$1.00 per color page. A two-sided page counts as two pages.

## Disclaimers

### Computer Usage

Users access the library computer hardware, software and documentation at their own risk. The City of Halsey is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data etc. or electronic transactions of any type which are related to the public use of computer resources

### Internet Content

Not all information found on the Internet is accurate, complete, up-to-date, legal, or philosophically acceptable to all individuals. The City does not monitor or control the content of the material accessed through the Internet and cannot be held responsible for its contents.

### Supervision of Young People

Halsey City Library staff members are unable to monitor children's use of the computers. Parents and guardians are responsible for supervising their children's Internet sessions and for letting their children know if there are materials children should not use or view. Parents and guardians are directed to "[Child Safety on the Information Highway](#)" produced by the National Center for Missing and Exploited Children for assistance on protecting their children.

## Copyright

U.S. Copyright law (Title 17, U.S.C.) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the users; the City of Halsey expressly disclaims any liability or responsibility resulting from such use.

## Illegal and Unacceptable Uses

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his or her actions using the Internet or other electronic resources. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

## PRIVACY

All records, formal and informal, in the Halsey City Library relating to patron registration and the subsequent circulation of materials provided by the Library are considered to be confidential. In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except under the written order of the Mayor or the City Administrator. Any such order shall be the result of the City having been issued a proper legal process, order or subpoena by law.

Any concerns or conditions relating to the privacy of a patron through the records of the Halsey City Library which are not provided in the policy statement shall be referred to the Librarian. The Librarian shall then consult with the City Administrator to determine the proper course of action for providing any such requested information based on legal counsel. Any request for personal information shall be in writing. The City will act on the request in an acceptable time frame.

## STRATEGIC PLAN

## OTHER RESOURCES

*The City of Halsey is operated in accordance with federally established policies which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. The City of Halsey is an equal opportunity provider and employer.*