

NON-PRINT INTERNET INFORMATION RESOURCES

The Internet is an unregulated global computer network. The West Des Moines Public Library provides public access to the Internet in order to augment the community's educational resources. The West Des Moines Public Library cannot guarantee the accuracy and/or authenticity of information discovered through this resource. Patrons who find information or subject matter that is erroneous, out-of-date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly. Library users of the Internet should be aware of the following:

- The West Des Moines Public Library holds the position that only parents and legal guardians have the right – and the responsibility – to monitor and control their own minor children's access to the Internet and to information obtained from the Internet.
- The West Des Moines Public Library cannot guarantee confidentiality over the Internet. Patrons entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk.
- The West Des Moines Public Library complies with the United States Copyright Law, and all other federal, state and local laws relating to the use of the Internet and other electronic media.
- The West Des Moines Public Library is not responsible for work or information lost due to computer or system malfunction.

Rules and Guidelines for Public Computer Station Use

- Stations are available on a walk-in basis. Time limit on these stations is **one (1) hour** if another person is waiting.
- Patrons wanting to use the computer stations must sign-in using our **Envisionware sign-in system**. To sign on to Envisionware, you will use your library card number and a PIN. Contact a library staff member if you do not have or do not recall your PIN. If you have forgotten or are not eligible for a library card, you may obtain a visitors pass from staff. Patrons may not misuse the sign-in process to gain additional periods of usage.
- No more than 2 people may use a computer station at once, except for adults with small children. Children in second grade and younger must be accompanied by an adult.
- Patrons are expected to be knowledgeable in basic computer operations. Library staff does not offer individualized instruction.
- You may download information to your own USB (flash, thumb) drives (be aware of viruses!). Floppy drives are not installed on our public PC's.
- Printing of information is allowed, currently for **20 cents per page for b/w or 50 cents per page for color printing**. Payments for printing will be handled through the Envisionware system. You will need to "load" your Envisionware account prior to printing. This can be done at the Envisionware machine on the 2nd floor or at the Reference or Children's Desks. To reduce cost, be sure you only print out what you need.
- Regulation of the Public Computer Stations is at the discretion of the library staff.

Wireless Internet Use

The WDM Public Library is pleased to provide **wireless ("Wi-Fi") access** for our patrons to our Internet service. If you bring your own laptop computer in to the library and wish to use the Internet connection, you need the following:

- Wireless network interface card (802.11a/b/g/n or compatible)
- Ability to configure laptop to use the library's connection (open connection - **SSID = lib-patron**)
- Charged battery (many electrical outlets are available, but not in every seating area)
- Audio/Video users should bring headphones. Headphones may be available for checkout at the Children's or Adult Reference Desks.
- Library staff members generally do not assist customers with their computer or their configuration. Library staff cannot accept the liability for handling non-library equipment.
- Wireless Printing is available through our Envisionware print management system. A small client must be downloaded. See our **Wi-Fi in the Library FAQ** on our website for more info, or ask staff.

Anyone using our Internet service - including via wireless - are subject to the Library's **Computer/Internet Use Policy** and the Library's **Conduct Policy**.