

Panora Public Library Data Policies

COMPUTER/INTERNET POLICY

- You must sign at the desk to use the computer
 - There is no charge for the use of the computer
 - Minutes are limited to 30 minute sessions
 - Charge for printed pages are .25 per sheet
 - Headphones are available for \$1.00 per set if you need to use the audio
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- Access to the internet and the use of the computer is a privilege. Do not abuse it or you may lose your privileges permanently. One-time warnings are at the discretion of the librarian
 1. Intentional changing of the files will result in a suspension of computer use
 2. Do not engage in any illegal activities while using the computer or internet
 3. Do not download or view objectionable materials
 4. Do not copy any copyrighted materials
 5. Objectionable actions that disturb others will not be allowed



Panora Public Library Hotspot Policy

The Panora Public Library circulates mobile WiFi Hotspots. Hotspot Internet service is provided by Sprint at 4G LTE speeds. At this time, there are five Hotspots available.

ELIGIBILITY

A Hotspot may be checked out by a valid Panora Public Library card holder in good standing, 18 years or older. All borrowers must sign a User Agreement.

LOAN PERIOD & CHECKOUT

Hotspots are checked out on a first-come, first-served basis, at the Panora Library. Hotspots circulate for a 14-day loan period. Hotspots must be checked out in person at the Panora Public Library. Each Hotspot unit circulates in a box with a micro-USB cord, AC charger with USB port, instruction manual, and copy of this policy. The Library reserves the right to cancel reservations or recall Hotspots at any time.

RETURNS

Overdue Hotspots will be charged \$5.00 per business day. Hotspots not returned after 30 days will be assumed-lost and charged the replacement cost of \$65. Hotspots are fragile and must, therefore, be returned in person, not in the book drops. Patrons will be responsible for damage to the item if it is returned via the book drop.

LOST OR DAMAGED HOTSPOT

The charge for a lost Hotspot is \$65. The charge for a damaged Hotspot will be determined by the Library Director. A lost or damaged cord, box, or charger will be charged at current market replacement cost.

INTERNET USE

The Panora Public Library is not responsible for information accessed using this device or for personal information shared over the Internet. Hotspot users are encouraged to follow safe Internet practices. The following behaviors can result in the suspension of Hotspot privileges and/or criminal prosecution:

- Viewing, displaying or disseminating materials that are judged in accordance with current legal definitions as being obscene use of the Internet in any way which violates federal, state, or municipal laws

PRIVACY POLICY

Your Internet usage is not tracked by the Library or the service provider. The Library does not have access to or collect specific usage data. The Library does not provide patron information to the service provider. The only data about the Hotspot program that the Library collects:

- Is the total amount of data transmitted and received by each device during a billing cycle.
- Service provider for the Hotspot program does not monitor or track the websites that Hotspot users visit or the information that users submit (user names, passwords, credit card information, etc.).

Approved by the Library Board of Trustees on June 15, 2020