Baldwin City Library Date: 11/24/2020

Baldwin City, KS

SUBJECT: **ELECTRONIC ACCESS EQUIPMENT USAGE**

**Computer Usage/Internet Access**

1. **Computers:** The library has twenty computers. For public access, there are two computers available for the online catalog and eight computers for internet access and/or word processing. For staff members only, there are three computers in the office and two computers at the circulation desk, and one desktop in the Kansas Room. For children, there are two computers with activities and no internet access, plus two computers with internet access. The computers are subject to the policies listed below under: Policy items for library owned wired access computers.
2. **Wireless Access Point:** This library offers free wireless access to library patrons to use with their own personal laptops and other mobile devices. The access point is unsecured. Speed will vary by location in library and number of users. This access is subject to the policies listed below under: Policy items for wireless internet access.
3. **TV/DVD:** The library has one TV/DVD in the activity room which is available to patrons for viewing public performance approved videos/DVDs subject to the policies outlined below. (Appropriate control units for TV/DVD are available from the library staff as defined in the respective procedures and instruction documents.)
4. **MultiMedia Projector:** The library has a ceiling mounted multi-media projector in the activity room which is available for public use.
5. **Policy items for library owned wired access computers:**
   1. Any patron who is 17 or younger must have a parent’s or guardian’s co-signature. Parents and/or guardians, NOT LIBRARY STAFF, are responsible for library materials utilized by patrons under 18 years of age.
   2. Children 8 years or younger must be supervised by an adult while on any electronic access equipment with the exception of the AWE children’s computers
   3. If the patron does not have a library card, a guest pass can be obtained at the circulation desk.
   4. Time slots are available in **60 minute** intervals. If no other patron has signed up for the next interval, the initial patron may extend his/her time for an additional time period. Exceptions to this will be at the discretion of the Library Director.
   5. There are to be no more than TWO patrons at a computer at one time. This includes sitting, standing, or otherwise.
   6. If equipment problems arise, the patron is to let the library staff know. The patron is not to attempt to correct the problem.

**INF – 2**

Baldwin City Library Date: 11/24/20

Baldwin City, KS

SUBJECT: **ELECTRONIC ACCESS EQUIPMENT USAGE**

* 1. The patron is not to turn any equipment on or off. If the equipment is not turned on, the patron should contact the library staff.
  2. Printing is available from each computer station. Black and white printing costs $ .10 per sheet, and color printing costs $ .40 per sheet. The patron is to pay at the desk when picking up printed copies at the desk.
  3. The patron is to be considerate of others and avoid viewing material which is obscene.
  4. The Library Director and/or staff reserve the right to ask any individual(s) to vacate the equipment immediately if the user(s) is (are) observed violating any part of this policy.
  5. The Baldwin Public Library reserves the right to withhold current and future access to any user who has engaged in any unauthorized activity.
  6. Any illegal acts involving library equipment and resources may be subject to prosecution by local, state, and/or federal officials.

**Policy items for wireless internet access:**

* 1. Patrons must use their own laptops, cellphones, or other devices. WiFi users should be certain that their laptops or other devices are secure at all times and should never be left unattended in the library. The library will not be responsible for stolen items.
  2. Library staff can provide general information or handouts for connecting a device to the wireless network, but cannot troubleshoot problems related to the wireless device or assist in making changes to a device’s network settings and/or hardware configuration.
  3. The library cannot guarantee that a particular device will work with the library’s wireless access point.
  4. The library cannot be responsible for any changes made by a patron to their computer’s setting.
  5. The wireless connection is not secure. The library will not be responsible for any information that is compromised. Cautious and informed wireless users should choose not to transmit personal information (credit card numbers, passwords and any other sensitive information) while using any wireless access point.
  6. WiFi users assume all risks and responsibilities to provide anti-virus protection and appropriate security setting on their laptop or PDA.

**INF – 2**

Baldwin City Library Date: 11/24/20

Baldwin City, KS

SUBJECT: **ELECTRONIC ACCESS EQUIPMENT USAGE**

Examples of forbidden use include but are not limited to:

Use of the equipment for illegal or criminal purposes

Use of the computer as a staging ground to “crack” or “hack” the library’s computer or any other system.

Loading unauthorized software

Deliberately crashing any system

Accessing files or programs without express permission

The Library does not expressly or in an implied manner warrant the quality, accuracy, veracity, completeness or authenticity of any material or information accessed.

The Library shall not be liable for any direct or indirect, incidental, or consequential damages sustained or incurred by any person in connection with the use, non-use, inaccuracies or operation of any electronic access.

Please note: To comply with the Children’s Internet Protection Act the library computers have Open DNS filtering service through NEKLS.

**INF – 2**