

CHAPTER 2: LIBRARY SERVICES

Section 4. Computer Use Policy (Amended 3/11/2021)

I. Disclaimer

Users agree to hold the library harmless from claims, losses, damages, obligations or liabilities related to use of Library computers. Assistance with specific websites, email accounts or other functions may be beyond the scope of the staff's ability.

II. Operating Principles

- A. Library computers must be used according to approved Library policies. Violation of policy may result in suspension or loss of computer access privileges. Internet users must review and agree to abide by the Library's Computer Use Policy. Illegal activity involving library computer equipment will be subject to prosecution by the appropriate authorities.
- B. Users must not change settings on library computers, change or access files, passwords or data belonging to the library or others. Users must not seek unauthorized access to computer systems, change components of any network or database or add/install any software on library computers.
- C. Physical damage to library computers caused by neglect or misuse is considered vandalism and will be subject to prosecution by the appropriate authorities.**
- D. Parents or legal guardians are responsible for monitoring their minor's use of the Internet. Kansas law defines minor as any unmarried person under 18 years of age.
- E. Complaints about the standards and rules and regulations, the enforcement thereof, or observed Internet user behavior should be made to library staff.

III. Guidelines for Access

- A. Library computers are available on a first-come, first-served basis. Users may sign up for three hours of computer use each day. A valid library card and password are required. Use of another individual's library card or password is prohibited and will result in a seven-day suspension from computer use.
- B. Patrons with fees in excess of \$10 cannot access Library computers.
- C. Thirty-minute guest passes are available for users who do not have a library card. Adults must present a valid photo ID to receive a guest pass, minors must be accompanied by their parent/s or guardian/s.
- D. Access to library computers equipment in different areas of the library is based on the age of the user:

Children's Services	Ages 12 and under
Young Adult Services	Ages 12 to 18
Adult Services	18 and over
- E. Laptop computers may be borrowed by users age 12 and up for in-house use. A valid library card is required.
- F. Black and white printing is available for \$.10 per page, color printing is \$.25 per page. Wireless printing is available. Users may use library computers and equipment to print from portable storage devices.

IV. Access to Illegal Content Prohibited

The purpose of this policy is to restrict access to those materials that are child pornography, harmful to minors or obscene.

- A. Computer users shall not access or exhibit matter that is obscene, harmful to minors or contains child

pornography. Computer users observed accessing illegal content will be required to immediately exit from the inappropriate site. Continued misuse will result in the suspension or loss of computer use privileges. (KSA Chapter 21, Article 6401 and 6402)

- B. The Library uses filtering software to block matter that is obscene, harmful to minors or contains or portrays the sexual exploitation of children. No filtering software is 100% effective.
- C. A Library Administrator, Supervisor or other authorized person may disable filtering software for adults engaged in bona fide research or other lawful purpose. Library staff may request proof of age for any individual who makes such a request. Filtering software will not be disabled on computers in the Children's or Young Adult areas of the Library. If a technical problem disables the filtering software, Internet access for minors will be unavailable until the problem has been resolved.

V. Internet Safety and Privacy

- A. The Library has no control over the information obtained through the Internet and cannot be held responsible for its content or accuracy. It may contain materials which some find offensive or inappropriate. Library users access the Internet at their own discretion.
- B. Internet users should be aware that it is not a secure medium. It is possible for third parties to obtain information regarding an individual user's search activities. Users should be very cautious about providing personal information over the Internet.
- C. The identity of adult library computer users and their use of library technology is considered a library patron record as defined by KS 45-221 and will not be disclosed except pursuant to a valid court order or subpoena authorized under federal, state, or local law.
- D. The identity of minor child library computer users and their use of library technology is considered a library patron record as defined by KS 45-221 and will only be disclosed to the parent, guardian or custodian of a minor child or pursuant to a valid court order or subpoena authorized under federal, state or local law. Any parent, guardian or custodian of a minor child who makes a request must present a valid photo ID.